

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Town Hall
19800 Nowthen Blvd NW
Nowthen MN, 55330

Nowthen City Council
October 11, 2022
Agenda @ 7:00 pm

1. Call to Order
 - Pledge of Allegiance
 - Roll Call
 - Approve Agenda
2. Floor Items
3. Consent Agenda
 - a) Approval of City Council Minutes of Regular Meeting September 13, 2022
 - b) Approval of Claims September 12, 2022 - October 10, 2022, and Treasurer's Report
 - c) Approval of Resolution 2022-XX Appointing Additional Election Judges for the 2022 General Election.
 - d) Approval of Resolution 2022-XX Authorizing the Mayor and City Administrator to Execute the 2023 Anoka County Score Grant Agreement for Residential Recycling Program
 - e) Accept the Third Quarter Financial Report Prepared by Financial Advisor, Lori Yager.
 - f) Approval of Resolution 2022-XX Authorizing the Purchase of a Lucas 3, V3.1 Chest Compression System and Accessory Equipment from Stryker Medical in the total amount of \$22,179.11.
 - g) Approval of Resolution 2022-XX Authorizing the Expenditure of \$5,871.00 to Repair the Cardboard Baler Machine.
4. Sheriff's Report
5. Fire Department
6. Administrator Update
 - a) Eric – 18th Anniversary 10/4/22
 - b) Fall Recycling Day 10/15/22 8:00 am – 1:00 pm
 - c) Planning Work Session with Planner Stockman and City council 10/20/22 at 5:30pm
 - d) Update on Snow Plowing Plan
7. Planning and Zoning
8. City Council
 - a) **OLD BUSINESS**
 1. Update on the progress of Ordinance 2022-04 Regulating the Conduct of Lawful Gambling within the City of Nowthen.
 - b) **NEW BUSINESS**
 1. Approval of Resolution 2022-XX to Appoint BergankDV as the City of Nowthen Auditor for years 2022, 2023, and 2024.
 2. Approval of Resolution 2022-XX Authorizing the Mayor to Execute an Agreement to Purchase and installation of New Signs for our Frisbee Golf Course and Park.
 3. Consider Approval of the Appointment of Alan Nerase as Recycling Center Attendant.
9. Adjourn

**Nowthen City Council
September 13, 2022
Regular Meeting Minutes**

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 7:05 pm
All present recited the Pledge of Allegiance

Present: Council Members Blake, Greenberg, Alders and Rainville.

Also in attendance: Administrator Lehner, Deputy Clerk Johnson, Lieutenant Jacobson, Fire Chief Schmidt, and Interim City Administrator Boyles

Mayor Pilon explained what the Consent Agenda is for the public to understand.

Agenda Amendments:

3c move to 8e for further discussion

3h move to 8f for further discussion

3o move to 8g for further discussion

Add: 8h – Internet Update

8i – Parks Update

**MOTION BY COUNCIL MEMBER GREENBERG, SECOND BY BLAKE TO APPROVE THE AGENDA AS AMENDED.
MOTION CARRIED. 5 AYES.**

2. PROCLAMATION

Jeffrey M. Pilon, Mayor of the City of Nowthen, MN proclaimed October as Domestic Violence Awareness Month in the City of Nowthen and urge our citizens to work together to eliminate domestic violence from our community.

3. CONSENT AGENDA

Mayor Pilon clarified that 3j will not be executed until the city receives a letter of indemnity from MN Pyrotechnics, LLC.

MOTION BY COUNCIL MEMBER BLAKE, SECONDED BY ALDERS TO ACCEPT THE CONSENT AGENDA AS AMENDED MOVING 3c to 8e, 3h to 8f, 3o to 8g, add 8h and 8i. MOTION CARRIED. 5 AYES.

4. FLOOR ITEMS

NONE

5. SHERIFF'S REPORT

The mayor mentioned that Saturday is Law Enforcement Appreciation Day, and the city is very appreciative of the Sheriff's Department.

Lieutenant Jacobson introduced Deputy Barrett and Deputy Jacobson (not related) to the city council. They provided a brief description of their background and experience. The city of Nowthen welcomes the deputies and appreciates their service. Side note: When asked how they were doing sharing a space with the fire department Deputy Jacobson states "The fire department has great food on Wednesday nights!"

your tax statement, it will indicate what your county taxes are, what your school taxes are, 1% to Metropolitan Council and your city tax is. Material is on the city website for review by the public. The information is also in the Fall Newsletter that was mailed to residents September 19, 2022.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY GREENBERG TO APPROVE RESOLUTION 2022-XX ADOPTING THE PRELIMINARY LEVY AND BUDGET FOR 2023. MOTION CARRIED. 5 AYES.

8b) CONSIDER APPROVAL OF RESOLUTION 2022-XX APPROVING THE CANCELLATION OF DEBT FOR 2019A GENERAL OBLIGATION SPECIAL ASSESSMENTS BOND.

Discussion – the city has collected prepaid special assessments and has \$85,900 in unspent bond proceeds; therefore, the city does not require a debt service levy for 2019A bond issue in 2023.

MOTION BY COUNCIL MEMBER ALDERS SECONDED BY BLAKE TO APPROVE OF RESOLUTION 2022-XX APPROVING THE CANCELLATION OF DEBT FOR 2019A GENERAL OBLIGATION SPECIAL ASSESSMENTS BOND. MOTION CARRIED. 5 AYES.

8c) CONSIDER THE APPROVAL OF PROPOSAL TO SET THE DATE FOR THE 2022 CITY OF NOWTHEN FALL RECYCLING DAY AND RELATED MATTERS.

Discussing to name the date for recycling date as October 15, 2022, 8:00 am – 1:00 pm. Residents will receive a coupon in the city newsletter for a few FREE items: 4 free appliances, 4 electronics (not including TV's), 8 unrimed tires. Traditionally city council members volunteer and staff will be onsite to assist. Council member Rainville will not be available to be there this year (2nd time missed a recycle day in 10 years). If any other council member is not available, please let Administrator Lehner know as soon as possible. City Administrator Lehner will be there to assist and will bring treats. Recycling Coordinator Adrienne Christensen will be there to take payment and track the recycling for the day.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY GREENBERG TO APPROVE OCTOBER 15, 2022, FOR THE 2022 CITY OF NOWTHEN FALL RECYCLING DAY. MOTION CARRIED. 5 AYES.

8d) CONSIDER APPROVAL OF A STATUS REPORT ON THE WELL AND PUMP INSTALLATION SERVING THE HISTORIC TOWN HALL, FIRE STATION, ICE RINKS AND MEMORIAL PARK.

Mayor Pilon indicated he is giving the update as he was overseeing the installation as both Administrator Lehner and Interim City Administrator Boyles were out of town while the work was happening. The old well pumped 2 gallons a minute. The new one now pumps 80 gallons per minute. Joe Glaze, our maintenance supervisor was able to save the city money with an idea to move the location of the well, therefore, creating an opportunity for a larger pump to allowing the higher gallons per minute. The way it works the fire department will be able to top off their trucks as well. (The city will still need the high capacity well for the Fire Department to refill tankers to speed up response to large fires).

The majority of the well installed was paid for without additional city tax. A big THANK YOU to the Elk River Youth Hockey Association which voluntarily donated a portion of their legal gambling proceeds to the city dedicated to be spent according to state law. The city buildings are not only serviced by this well, the ball fields can also be watered to have better fields, the ice rinks can be flooded without many trips hauling water,

and their vendor is not executed yet, once it is executed, the city will get more details. The structure building will be coming from Canada, there are others like it as far away as Texas. Once contract is complete, the building will be moved from Nowthen to another location.

MOTION BY COUNCIL MEMBER ALDERS, SECONDED BY RAINVILLE TO APPROVE OF RESOLUTION 2022-XX APPROVING A ZONING ABATEMENT AGREEMENT WITH A AND B WELDING AND AUTHORIZING THE MAYOR TO EXECUTE THE AGEEMENT ON BEHALF OF THE CITY. MOTION CARRIED. 4 AYES (COUNCIL MEMBER BLAKE WAS ABSENT FOR THIS VOTE).

8h) INTERNET UPDATE

Council Member Alders requested an update on the internet in the city of Nowthen.

Mayor Pilon noted that both Arvig and Anoka County have both applied for Border-to-Border grant money to help expand internet in rural areas. The state of MN did not pass any legislation so there won't be any money there to help expand the cities internet. Comcast wanted 14 million dollars to bring in fiber optic. The city has reached out to Midco for the north side of the city (no response yet), and Arvig has stated they would be able to service 81 homes on the west side of Nowthen should the grant be given.

8i) PARK UPDATE

Council Member Greenberg advised the council of signs at the parks need replacement, much discussion regarding pickle ball courts and location, discussion regarding the basketball court, concrete edging for the fence posts for the pickle ball courts. Direction given by the council is for council member Greenberg to work with staff to get the estimates for the signs and installation of pickle ball fields.

Contracted Goats – the goats have eaten a portion of the buckthorn, but we are too late in the season for the taste of poison ivy to be delicious for the goats. The city will not be charged for this visit and the goats shall return in the spring to try again. The recommendation is a 3-step process with 3 visits from the goats to each area and that should help with the problem of the poison ivy and buckthorn. It is very generous of them to donate the services provided this fall.

MOTION TO ADJOURN BY COUNCIL MEMBER BLAKE, SECONDED BY MAYOR PILON. MOTION CARRIED. 4 AYES.

The meeting was adjourned at 9:01pm

Respectfully submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

NOTE: Prior to the meeting being called to order, the mayor thanked Interim City Administrator Boyles for his expertise, support, and time serving the City of Nowthen informing the city council and residents that Mr. Boyles official last day with the city is September 14th, 2022.

CITY OF NOWTHEN TREASURER'S REPORT

September 30, 2022

CASH:		Submitted By: <i>Natalie Johnson</i>		BALANCE
DATE	LOCATION	ACCT. TYPE	Interest Earned	BALANCE
9/30/2022	Pine River State Bank	Checking Acct.		\$256,076.54
9/30/2022	Nowthen Economic Development Fund	PRSB Checking	NA	\$ 2,489.02
9/30/2022	PMA Financial Network	CD's Fixed Income		\$3,117,363.12
9/30/2022	4M, 4MP & GO Funds	Money Market Fund	\$0.00	\$828,933.27
YTD Outstanding Chks				\$ 4,204,861.95
Adjusted Bank Total				\$ (87,181.27)
SCHEDULE 1 Ending Balance:				\$ 4,117,680.68

Updated 10/10/22

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Payments Batch October 11 Checks		\$67,046.99	
Refer	2104312 ADAMS PEST CONTROL	-	
Cash Payment	E 100-42210-310 Professional Services	Spray for pests/boxelder bugs	\$110.00
Invoice	3538694	9/29/2022	
Transaction Date	10/4/2022	Checking	10100
		Total	\$110.00
Refer	2104325 ADAMS PEST CONTROL	-	
Cash Payment	E 100-41710-310 Professional Services	Office Building Pest Control	\$220.00
Invoice	3545008	9/24/2022	
Transaction Date	10/6/2022	Checking	10100
		Total	\$220.00
Refer	2104274 ALTA	-	
Cash Payment	E 100-41420-491 Misc	Name Plate - Lori Yager	\$19.22
Invoice	12302	9/21/2022	
Transaction Date	9/29/2022	Checking	10100
		Total	\$19.22
Refer	2104315 ARVIG ENTERPRISES	-	
Cash Payment	E 100-41710-323 Communications - Intern	10/1/22 Statement	\$1,073.16
Invoice	10/1/22	10/1/2022	
Transaction Date	10/4/2022	Checking	10100
		Total	\$1,073.16
Refer	2104269 Asphalt Concrete Solutions	-	
Cash Payment	E 100-43110-405 Contractual - Streets Rep	Patching	\$3,700.00
Invoice			
Cash Payment	E 100-45202-404 Contractual Maintenanc	Sodium Street Patch	\$3,500.00
Invoice			
Transaction Date	9/29/2022	Checking	10100
		Total	\$7,200.00
Refer	2104276 Barthold, Inc.	-	
Cash Payment	E 603-43220-441 Hauling	August Roll Off Services - Steel	\$165.00
Invoice	115269	9/12/2022	
Cash Payment	E 603-43220-441 Hauling	August Roll Off Services - Plastic	\$165.00
Invoice	115269	9/12/2022	
Cash Payment	E 603-43220-441 Hauling	August Roll Off Services - FUEL FEE 0%	\$33.00
Invoice	115269	9/12/2022	
Transaction Date	9/29/2022	Checking	10100
		Total	\$363.00
Refer	2104267 Blaine Lock & Safe, Inc.	-	
Cash Payment	E 100-41710-403 Repairs and Maintenanc	Town Hall door handle/reset Recycle Timer, make keys	\$239.50
Invoice			
Transaction Date	9/29/2022	Checking	10100
		Total	\$239.50
Refer	2104323 Couri & Ruppe, P.L.L.P.	-	
Cash Payment	E 100-41610-316 Civil Attorney	Carr's Tree Service	\$591.25
Invoice			
Cash Payment	E 100-41610-316 Civil Attorney	Ebony & Garnet Street	\$601.25
Invoice			
Cash Payment	E 100-41610-316 Civil Attorney	General	\$1,803.75
Invoice			
Cash Payment	E 100-41610-316 Civil Attorney	Sutherland Violation	\$185.00
Invoice			
Cash Payment	E 100-41610-316 Civil Attorney	Telcom Construction Bond	\$46.25
Invoice			
Cash Payment	E 100-41610-316 Civil Attorney	Toft Development	\$215.00
Invoice			

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Cash Payment	E 100-41610-316 Civil Attorney	Weicht Zoning Violation			\$231.25
Invoice					
Transaction Date	10/6/2022	Checking	10100	Total	\$3,673.75
Refer	2104324 <i>Couri & Ruppe, P.L.L.P.</i>				
Cash Payment	E 100-41610-316 Civil Attorney	A&B Welding			\$878.75
Invoice					
Cash Payment	E 100-41610-316 Civil Attorney	Country View 2nd Addition			\$53.75
Invoice					
Cash Payment	E 100-41610-316 Civil Attorney	Ebony & Garnet Street			\$138.75
Invoice					
Cash Payment	E 100-41610-316 Civil Attorney	General			\$1,248.75
Invoice					
Cash Payment	E 100-41610-316 Civil Attorney	Heritage Festival			\$416.25
Invoice					
Transaction Date	10/6/2022	Checking	10100	Total	\$2,736.25
Refer	2104268 <i>DOCK & DOOR TEC, INC.</i>				
Cash Payment	E 100-43110-221 Equipment Supplies for	Gate Opening Remotes			\$135.00
Invoice 015774	9/9/2022				
Cash Payment	E 100-42210-221 Equipment Supplies for	Gate Opening Remotes			\$135.00
Invoice 015774	9/9/2022				
Transaction Date	9/29/2022	Checking	10100	Total	\$270.00
Refer	2104308 <i>Earl F. Anderson</i>				
Cash Payment	E 100-43110-226 Supplies; Sign	Street Signs			\$186.70
Invoice 0130536-IN	8/12/2022				
Transaction Date	10/4/2022	Checking	10100	Total	\$186.70
Refer	2104270 <i>ECM Publishers, Inc.</i>				
Cash Payment	E 100-41710-351 Printing; Legal Notices	Legal Notices - Public Hearings			\$48.38
Invoice					
Cash Payment	E 100-41710-352 Printing; General	General Notices			\$0.00
Invoice					
Cash Payment	E 100-41710-353 Printing; Ordinance	Ordinance 2022-02 Publication			\$612.75
Invoice					
Transaction Date	9/29/2022	Checking	10100	Total	\$661.13
Refer	2104316 <i>EMERGENCY MEDICAL PRODUCT</i>				
Cash Payment	E 100-42210-240 Small Tools and Minor E	Syringes			\$0.59
Invoice 2479718	9/20/2022				
Cash Payment	E 100-42210-240 Small Tools and Minor E	Syringes			\$2.36
Invoice 2479718	9/20/2022				
Transaction Date	10/4/2022	Checking	10100	Total	\$2.95
Refer	2104271 <i>Extreme Graphics</i>				
Cash Payment	E 100-43110-226 Supplies; Sign	City of Nowthen decal			\$37.49
Invoice 7102	9/20/2022				
Transaction Date	9/29/2022	Checking	10100	Total	\$37.49
Refer	2104320 <i>Finken Water Centers</i>				
Cash Payment	E 100-42210-415 Rentals; Other Equipmen	Fire; Customer #0000347			\$10.71
Invoice					
Cash Payment	E 100-41710-415 Rentals; Other Equipmen	Gen; Customer #4411347			\$13.50
Invoice					
Transaction Date	10/4/2022	Checking	10100	Total	\$24.21

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Refer	2104318 <i>Fire Safety USA, Inc.</i>	-			
Cash Payment	E 100-42210-420 Uniforms		Fire helmets		\$2,599.60
Invoice	161881	7/25/2022			
Transaction Date	10/4/2022		Checking	10100	Total \$2,599.60
<hr style="border: 1px solid blue;"/>					
Refer	2104278 <i>FRANK BOYLES</i>	-			
Cash Payment	E 100-41420-439 Mileage/Travel		Mileage - August		\$884.00
Invoice					
Cash Payment	E 100-41420-310 Professional Services		Professional Services - August		\$11,750.00
Invoice					
Cash Payment	E 100-41420-439 Mileage/Travel		Mileage - September		\$416.00
Invoice					
Cash Payment	E 100-41420-310 Professional Services		Professional Services - September		\$4,850.00
Invoice					
Transaction Date	9/29/2022		Checking	10100	Total \$17,900.00
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Refer	2104265 <i>Hakanson Anderson Associates,</i>	-			
Cash Payment	E 100-41910-303 Prof Services; Engineerin		NT247 Breyens Bend		\$1,840.64
Invoice	49240	9/21/2022			
Cash Payment	E 100-41910-303 Prof Services; Engineerin		20071 Nowthen Blvd - Lewis Violation		\$887.50
Invoice	49241	9/21/2022			
Cash Payment	E 100-41910-303 Prof Services; Engineerin		20840 Engen Blvd NW - Jason Gustafson		\$382.50
Invoice	49241	9/21/2022			
Cash Payment	E 100-41910-303 Prof Services; Engineerin		Anoka County CSAH 7&22 - Pass through to Anoka County		\$50.00
Invoice	49241	9/21/2022			
Cash Payment	E 100-41910-303 Prof Services; Engineerin		Polgreen Delineation - Pass Through to Patrxia Polgreen		\$150.00
Invoice	49241	9/21/2022			
Cash Payment	E 100-41910-303 Prof Services; Engineerin		NT251 Woodhaven Pass Through to Larry Skogquist		\$882.00
Invoice	49242	9/21/2022			
Cash Payment	E 100-41910-303 Prof Services; Engineerin		NT328 Ebony and Garnet Street		\$113.00
Invoice	49243	9/21/2022			
Cash Payment	E 100-41910-303 Prof Services; Engineerin		NT329 Rogers Lake Area Improvement Project		\$887.50
Invoice	49244	9/21/2022			
Cash Payment	E 100-41910-303 Prof Services; Engineerin		NT330 2022 Microsurfacing Project		\$84.75
Invoice	49245	9/21/2022			
Cash Payment	E 100-41910-303 Prof Services; Engineerin		NT901-2022 General Engineering for City of Nowthen		\$1,540.25
Invoice	49246	9/21/2022			
Transaction Date	9/26/2022		Checking	10100	Total \$6,818.14
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Refer	2104273 <i>JIMMYS JOHNNYS</i>	-			
Cash Payment	E 603-43220-415 Rentals; Other Equipmen		Recycle Center		\$69.00
Invoice	MP209757	9/22/2022			
Transaction Date	9/29/2022		Checking	10100	Total \$69.00
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Refer	2104298 <i>Kims Kleaning</i>	-			
Cash Payment	E 100-41710-438 Miscellaneous: Cleaning		Historic Town Hall Cleaning		\$150.00
Invoice					
Cash Payment	E 100-41710-438 Miscellaneous: Cleaning		City Office Cleaning		\$225.00
Invoice					
Cash Payment	E 100-42210-438 Miscellaneous: Cleaning		Fire Station Cleaning		\$150.00
Invoice					

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Transaction Date	9/29/2022	Checking	10100	Total	\$525.00
Refer	2104309 Lawson Products, Inc.				
Cash Payment	E 100-43110-215 Operating Supplies: Sho				\$567.58
Invoice	9309844098	8/16/2022			
Transaction Date	10/4/2022	Checking	10100	Total	\$567.58
Refer	2104277 Menards				
Cash Payment	E 100-41710-201 Office Supplies	Gen Govt Supplies			\$0.00
Invoice					\$121.75
Cash Payment	E 100-42210-215 Operating Supplies: Sho	Fire Supplies			\$0.00
Invoice					\$0.00
Cash Payment	E 100-43110-215 Operating Supplies: Sho	Public Works Supplies			\$0.00
Invoice					\$0.00
Cash Payment	E 603-43220-215 Operating Supplies: Sho	Recycle Center Supplies			\$0.00
Invoice					\$0.00
Cash Payment	E 100-45210-218 Operating Supplies; Gen	Parks Supplies			\$36.25
Invoice					\$119.25
Cash Payment	E 100-45202-218 Operating Supplies; Gen	Brush Killer			\$119.25
Invoice					\$119.25
Cash Payment	E 100-45202-218 Operating Supplies; Gen	Misc Items - Batteries, Weed killer, rags, water sanitizer, etc			\$119.25
Invoice					\$119.25
Transaction Date	9/29/2022	Checking	10100	Total	\$277.25
Refer	2104317 Menards				
Cash Payment	E 100-42210-223 Supplies; Building	FD Supplies			\$209.45
Invoice	59990	9/10/2022			
Transaction Date	10/4/2022	Checking	10100	Total	\$209.45
Refer	2104327 MNSPECT LLC				
Cash Payment	E 100-42410-310 Professional Services	License Look up fee			\$145.00
Invoice	9128	9/30/2022			\$7,415.75
Cash Payment	E 100-42410-310 Professional Services	Residential Building Permits			\$3,610.86
Invoice	9128	9/30/2022			\$703.13
Cash Payment	E 100-42410-310 Professional Services	Residential Code Reviews			\$703.13
Invoice	9128	9/30/2022			\$101.25
Cash Payment	E 100-42410-310 Professional Services	Residential Mechanical Permit Fee			\$101.25
Invoice	9128	9/30/2022			\$1,500.00
Cash Payment	E 100-42410-310 Professional Services	Residential Plumbing Permit Fee			\$1,500.00
Invoice	9128	9/30/2022			\$1,500.00
Cash Payment	E 100-42410-310 Professional Services	Septic SSTS			\$1,500.00
Invoice	9128	9/30/2022			\$1,500.00
Transaction Date	10/10/2022	Checking	10100	Total	\$13,475.99
Refer	2104322 NAPA Auto Parts				
Cash Payment	E 100-43110-221 Equipment Supplies for	Fuel/Air/Oil Filters			\$199.92
Invoice	177335	9/15/2022			
Transaction Date	10/4/2022	Checking	10100	Total	\$199.92
Refer	2104321 NATALIE JOHNSON				
Cash Payment	E 100-41420-439 Mileage/Travel	Mileage Reimbursement August and September			\$183.63
Invoice					
Transaction Date	10/4/2022	Checking	10100	Total	\$183.63
Refer	2104319 Nowthen Garage				

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Cash Payment	E 100-42210-404 Contractual Maintenance	Oil Change 2018 Ford Explorer			\$56.67
Invoice	029171	8/17/2022			
Transaction Date	10/4/2022	Checking	10100	Total	\$56.67
Refer	2104314 OLSON, TERRY	-			
Cash Payment	E 100-45210-212 Fuel	Fuel to mow baseball field			\$39.44
Invoice		10/4/2022			
Transaction Date	10/4/2022	Checking	10100	Total	\$39.44
Refer	2104280 PILON, JEFF	-			
Cash Payment	E 100-41420-491 Misc	Reimbursement for Frank's Going Away			\$32.97
Invoice					
Transaction Date	9/29/2022	Checking	10100	Total	\$32.97
Refer	2104311 RBs Computer Service	-			
Cash Payment	E 100-41710-310 Professional Services	Additional work outside contract			\$689.00
Invoice	40626	9/30/2022			
Transaction Date	10/4/2022	Checking	10100	Total	\$689.00
Refer	2104266 Recovery Systems Company Inc.	-			
Cash Payment	E 603-43220-403 Repairs and Maintenance	Repair cardboard Baler			\$1,616.04
Invoice	48337	9/8/2022			
Transaction Date	9/29/2022	Checking	10100	Total	\$1,616.04
Refer	2104326 RTY Consulting	-			
Cash Payment	E 100-41550-302 Prof Services; Accountin	September Invoice			\$850.00
Invoice					
Transaction Date	10/6/2022	Checking	10100	Total	\$850.00
Refer	2104313 SCOTT LEHNER	-			
Cash Payment	E 100-41420-439 Mileage/Travel	Mileage Reimbursement			\$0.00
Invoice					
Transaction Date	10/4/2022	Checking	10100	Total	\$0.00
Refer	2104279 STERICYLE	-			
Cash Payment	E 603-43220-441 Hauling	Shred - It Pick up 9/7/22			\$309.97
Invoice	8002339052	9/9/2022			
Transaction Date	9/29/2022	Checking	10100	Total	\$309.97
Refer	2104275 The Retrofit Companies Inc.	-			
Cash Payment	E 603-43220-441 Hauling	Bulb Recycling			\$204.76
Invoice	0117555-IN	9/16/2022			
Transaction Date	9/29/2022	Checking	10100	Total	\$204.76
Refer	2104272 Westside Wholesale Tire, Inc.	9/29/2022			
Cash Payment	E 100-43110-222 Tires for Vehicles & Equi	Repair/Install Tube			\$65.00
Invoice	912139	8/29/2022			
Cash Payment	E 100-45202-221 Equipment Supplies for	Repair/Install Tube			\$16.79
Invoice	912139	8/29/2022			
Transaction Date	9/29/2022	Checking	10100	Total	\$81.79
Refer	2104307 Ziegler INC	-			
Cash Payment	E 100-43110-221 Equipment Supplies for	Skid Loader Door			\$432.27
Invoice	SO01312357	9/28/2022			
Cash Payment	E 100-43110-221 Equipment Supplies for	140M Water Pump and Clean Machine			\$3,091.16
Invoice	SI000218975	8/24/2022			
Transaction Date	10/4/2022	Checking	10100	Total	\$3,523.43

CITY OF NOWTHEN
Payments

Current Period: September 2022

Fund Summary

	10100 Checking	
100 General Fund		\$64,484.22
603 Recycling Center		\$2,562.77
		<hr/>
		\$67,046.99

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$67,046.99
	<hr/>
Total	\$67,046.99

CITY OF NOWTHEN

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*Claim Register©

Newsletter checks

Recur Batch

Claim Type

Claim#	2104261	ROGERS PRINTING AND PROMOTI	Ck# 031861	9/19/2022		
Cash Payment	E 100-41420-354	Newsletter	2022 Fall Newsletter			\$3,669.00
	Invoice 62148					
Transaction Date	9/21/2022	Due 9/21/2022	Checking	10100	Total	\$3,669.00

Claim Type

Claim#	2104262	ROGERS PRINTING AND PROMOTI	Ck# 318624	9/19/2022		
Cash Payment	E 100-41420-322	Postage	Postage for 2022 Fall Newsletter			\$838.98
	Invoice 62148-1					
Transaction Date	9/21/2022	Due 9/21/2022	Checking	10100	Total	\$838.98

Pre-Written Checks	\$4,507.98
Checks to be Generated by the Compute	\$0.00
Total	\$4,507.98

CITY OF NOWTHEN

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*Claim Register©

Reissue Alta check

September 2022

Claim Type

Claim# 2104260 ALTA

Cash Payment E 100-41420-491 Misc Council Meeting Name Plates - Invoice 12094 \$150.38
8/29/22

Invoice

Cash Payment E 100-41420-491 Misc News Article Plaques - Invoice 12192 9/9/22 \$614.30

Invoice

Transaction Date 9/15/2022 Due 9/15/2022 Checking 10100 Total \$764.68

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$764.68
Total	\$764.68

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***Claim Register©**

Sept Auto Pay

September 2022

Claim Type

Claim#	Cardmember Service		
2104263	Cardmember Service		
Cash Payment	E 100-43110-221 Equipment Supplies for Ma	etrailer.com	\$257.56
	Invoice		
Cash Payment	E 100-45202-225 Supplies; Landscaping	Marties Farm Service	\$146.71
	Invoice	Project 0	
Cash Payment	E 100-42210-310 Professional Services	MJM Medical Direction	\$500.00
	Invoice	Project 0	
Cash Payment	E 100-42210-217 Computer, Office Equipme	Michael's	\$37.48
	Invoice	Project 0	
Cash Payment	E 100-41420-435 Training	2022 Clerks Academy - Scott	\$249.00
	Invoice		
Cash Payment	E 603-43220-491 Misc	Amazon - Recycling Bin for Historic Town Hall	\$59.95
	Invoice		
Cash Payment	E 100-42210-217 Computer, Office Equipme	Costco	\$8.38
	Invoice	Project 0	
Cash Payment	E 100-42210-217 Computer, Office Equipme	Target	\$96.01
	Invoice	Project 0	
Cash Payment	E 100-42210-221 Equipment Supplies for Ma	The Home Depot	\$74.86
	Invoice		
Cash Payment	E 100-42210-221 Equipment Supplies for Ma	Menards	\$40.66
	Invoice	Project 0	
Cash Payment	E 100-41420-491 Misc	Bootleggers - Working Lunch with Lori Yager	\$50.42
	Invoice		
Cash Payment	E 100-41420-201 Office Supplies	Cub - Coffee	\$13.98
	Invoice		
Cash Payment	E 100-41420-201 Office Supplies	Amazon - Ink Cartridges	\$47.69
	Invoice		
Cash Payment	E 100-41420-201 Office Supplies	Amazon - Push Pins	\$11.98
	Invoice		
Cash Payment	E 100-41420-201 Office Supplies	Amazon - Office supplies, mouse, dry erase board, etc	\$105.34
	Invoice		
Cash Payment	E 100-41420-322 Postage	Postmaster	\$9.60
	Invoice		
Cash Payment	E 100-41420-217 Computer, Office Equipme	Amazon - Keyboard for Scott	\$59.99
	Invoice		
Cash Payment	E 100-41420-201 Office Supplies	Amazon - paper and file folders	\$263.72
	Invoice		
Cash Payment	E 100-41420-201 Office Supplies	Amazon - 3 ring binders, business card holders	\$48.93
	Invoice		
Cash Payment	E 100-41430-203 General Supplies	Bill's Superettee - Water for election workers	\$8.98
	Invoice		
Cash Payment	E 100-41420-435 Training	2022 Clerks Academy - Natalie	\$249.00
	Invoice		
Cash Payment	E 100-41420-201 Office Supplies	Amazon - Batteries, Coffee, Headset for Scott, trash bags	\$297.91
	Invoice		
Cash Payment	E 100-41420-201 Office Supplies	Amazon - Batteries	\$6.91
	Invoice		
Cash Payment	E 100-41420-201 Office Supplies	Cub Foods - Coffee	\$13.99
	Invoice		

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***Claim Register©**

Sept Auto Pay

September 2022

Cash Payment Invoice	E 100-41420-201 Office Supplies	Amazon - Paper				\$22.98
Cash Payment Invoice	E 100-41110-435 Training	2022 MN Mayors Association Annual				\$150.00
Cash Payment Invoice	E 100-41420-491 Misc	Costco - Scott's Reception (Grapes)				\$26.47
Cash Payment Invoice	E 100-41430-203 General Supplies	Mansetti's Pizza - Meal for Election Workers				\$125.70
Cash Payment Invoice	E 100-41430-203 General Supplies	Mansetti's Pizza - Meal for Election Workers				\$12.18
Cash Payment Invoice	E 100-41430-203 General Supplies	Northwoods - Meal for Election Workers				\$240.28
Cash Payment Invoice	E 100-41430-203 General Supplies	CVS - Thank you notes				\$2.14
Cash Payment Invoice	E 100-41430-203 General Supplies	Bill's - treat for election workers				\$14.99
Cash Payment Invoice	E 100-42210-223 Supplies; Building	Finken - Water				\$10.71
Cash Payment Invoice	E 100-41420-201 Office Supplies	Finken - Water and cooler rental				\$50.45
Cash Payment Invoice	E 100-41420-201 Office Supplies	County Market - Cake for Scott's Reception				\$56.99
Cash Payment Invoice	E 100-41420-322 Postage	Postage				\$100.00
Cash Payment Invoice	E 100-42210-491 Misc	Alert - All - Kids fire hats for promotion				\$405.00
Cash Payment Invoice	R 100-32240 Animal Licenses	Dog Licenses				\$77.50
Cash Payment Invoice	E 100-41420-322 Postage	Postage				\$100.00
Cash Payment Invoice	E 100-41110-435 Training	2022 MN Mayors Association Annual				-\$150.00
Transaction Date	9/21/2022	Due 9/21/2022	Checking	10100	Total	\$3,904.44

Claim Type

Claim# 2104287 *CENTER POINT ENERGY*

Cash Payment Invoice	E 100-42210-381 Utility Services: Electric Uti	FIRE STATION				\$27.75
Cash Payment Invoice	E 100-41710-381 Utility Services: Electric Uti	OLD TOWN HALL / SHOP/CITY OFFICES				\$51.94
Cash Payment Invoice	E 100-41710-381 Utility Services: Electric Uti	OLD TOWN HALL / SHOP/CITY OFFICES				\$83.33
Transaction Date	9/29/2022	Due 9/29/2022	Checking	10100	Total	\$163.02

Claim Type

Claim# 2104285 *Connexus Energy*

Cash Payment Invoice	E 603-43220-381 Utility Services: Electric Uti Acct 303167	Recycle Street Light				\$0.00
Cash Payment Invoice	E 100-42210-381 Utility Services: Electric Uti Acct 303167	Fire Street Light				\$7.23
Cash Payment Invoice	E 100-45210-381 Utility Services: Electric Uti Acct 178679	Twin Lakes				\$50.62

CITY OF NOWTHEN

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*Claim Register©

Sept Auto Pay

September 2022

Cash Payment	E 100-41710-381 Utility Services: Electric Uti Acct 179210 City Hall					\$34.12
Invoice						
Cash Payment	E 100-42210-381 Utility Services: Electric Uti Acct 239560 Fire Hall					\$217.86
Invoice						
Cash Payment	E 100-41710-381 Utility Services: Electric Uti Acct 240364 Salt Barn					\$21.27
Invoice						
Cash Payment	E 603-43220-381 Utility Services: Electric Uti Acct 254434 Recycle Center					\$100.11
Invoice						
Cash Payment	E 100-41710-381 Utility Services: Electric Uti Acct 294586 Shop & Office					\$425.23
Invoice						
Cash Payment	E 100-42210-381 Utility Services: Electric Uti Acct 311409 Ice Rinks					\$13.50
Invoice						
Transaction Date	9/29/2022	Due 9/29/2022	Checking	10100	Total	\$869.94
Claim Type						
Claim#	2104297 DELTA DENTAL OF MINNESOTA					
Cash Payment	G 100-20240 Health Insurance		Dental Insurance			\$141.22
Invoice						
Transaction Date	9/29/2022	Due 9/29/2022	Checking	10100	Total	\$141.22
Claim Type						
Claim#	2104282 Deluxe Business Forms					
Cash Payment	E 100-41420-203 General Supplies		Check and Deposit Slip order			\$607.06
Invoice						
Transaction Date	9/29/2022	Due 9/29/2022	Checking	10100	Total	\$607.06
Claim Type						
Claim#	2104290 FIRSTNET					
Cash Payment	E 100-42210-321 Telephone		Wireless, Fire Department Account #287306169645			\$38.23
Invoice						
Transaction Date	9/29/2022	Due 9/29/2022	Checking	10100	Total	\$38.23
Claim Type						
Claim#	2104281 Health Equity					
Cash Payment	E 100-43110-113 Health Savings Account		H S A Monthly Fee			\$8.85
Invoice						
Transaction Date	9/29/2022	Due 9/29/2022	Checking	10100	Total	\$8.85
Claim Type						
Claim#	2104291 MISCELLANEOUS CUSTOMER					
Cash Payment	R 100-34740 Facility Rental, Park		Carly Rogers REFUND OF DEPOSIT Woodland Shelter Refund on CC			\$50.00
Invoice						
Transaction Date	9/29/2022	Due 9/29/2022	Checking	10100	Total	\$50.00
Claim Type						
Claim#	2104284 MN PEIP					
Cash Payment	G 100-20240 Health Insurance		October Medical Insurance			\$3,678.20
Invoice 1222634						
Transaction Date	9/29/2022	Due 9/29/2022	Checking	10100	Total	\$3,678.20
Claim Type						
Claim#	2104294 Pine River State Bank					

CITY OF NOWTHEN

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***Claim Register©**

Sept Auto Pay

September 2022

Cash Payment	E 100-41420-388 Fin.Charge, Late Fee, Ban	MONTHLY ACH FEE									\$7.00
Invoice											
Transaction Date	9/29/2022	Due 9/29/2022	Checking	10100				Total			\$7.00

Claim Type

Claim# 2104296 *WALTERS RECYCLING AND REFU*

Cash Payment	E 603-43220-384 Utility Services: Refuse Dis	Recycle Center									\$557.47
Invoice											

Transaction Date	9/29/2022	Due 9/29/2022	Checking	10100				Total			\$557.47
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Claim Type

Claim# 2104264 *WEX Fleet Card*

Cash Payment	E 100-42210-212 Fuel	Fire Admin Fuel									\$533.01
Invoice											

Cash Payment	E 100-43110-212 Fuel	Public Works Fuel									\$190.37
Invoice											

Cash Payment	E 100-45210-212 Fuel	Parks Fuel									\$206.81
Invoice											

Cash Payment	E 100-43110-212 Fuel	Public Works Fuel									\$136.07
Invoice											

Transaction Date	9/21/2022	Due 9/21/2022	Checking	10100				Total			\$1,066.26
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Claim Type

Claim# 2104283 *Wright-Hennepin Cooperative EI*

Cash Payment	E 100-41710-321 Telephone	Security Acct #150-1681-6611									\$80.35
Invoice											

Transaction Date	9/29/2022	Due 9/29/2022	Checking	10100				Total			\$80.35
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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$11,172.04
Total	\$11,172.04



REQUEST FOR COUNCIL ACTION

Agenda Item: 3c	Department: Administration	Requested Council Meeting Date: October 11, 2022	Submitted By: Finance Deputy Clerk
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX APPROVING THE APPOINTMENT OF ADDITIONAL ELECTION JUDGES FOR 2022 GENERAL ELECTION TO BE HELD NOVEMBER 8, 2022.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

There are basic age and residency guidelines for election judges. Age must be a minimum of 16-17 and residency in the city be 30 days. Although not set forth in statute election judges must be appointed by the city council. The staff has made every effort to achieve balance in its election judge political parties.

SOURCE OF FUNDING: General Fund 100-41410-103

REQUESTED COUNCIL ACTION: Motion and second as part of the consent agenda to approve Resolution 2022-XX to appoint additional election judges for the 2022 General Election to be held on November 8, 2022.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Town Hall
19800 Nowthen Blvd NW
Nowthen MN, 55330

RESOLUTION No. 2022-XX

A RESOLUTION APPROVAL OF RESOLUTION 2022-XX APPROVING THE APPOINTMENT OF ADDITIONAL ELECTION JUDGES FOR THE 2022 GENERAL ELECTION TO BE HELD NOVEMBER 8, 2022.

WHEREAS, the General Election will take place in the City of Nowthen, Minnesota on November 8, 2022; and,

WHEREAS, the City of Nowthen has appointed election judges as of July 11th, 2022; and,

WHEREAS, voter turnout for the general election is substantially greater than for the primary election; and,

WHEREAS, some of the primary election judges are unavailable for the general election; and,

WHEREAS, an effort has been made to recruit judges who reflect a balance between political parties.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. The following persons are hereby appointed as election judges in Nowthen, MN for the 2022 General Election:
Rick Butterfield, Dana Castongway, Paula Mohr, Scott Davis, Beth Bergman, and Daniel Bruzzone.
3. In the event circumstances require judges to be appointed in addition to the persons named in the previous resolution and this resolution, the Deputy Clerk is authorized to appoint as necessary, provided the person appointed meet all the requirements of MN statute administrative policy.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 11th day of October 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

9/27/2022



REQUEST FOR COUNCIL ACTION

Agenda Item: 3d	Department: Administration	Requested Council Meeting Date: October 11, 2022	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE 2023 ANOKA COUNTY SCORE GRANT AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Each year Anoka County offers its cities who participate in the Municipal Waste Abatement Program an opportunity to receive grant funds to support their recycling programs. Nowthen has aggressively utilized such funds to cost effectively provide recycling services to its residents for years. The total amount of the grant received by each city is determined based upon a formula using the city's population, the amount of recycling expenses the city has, and how much revenue is brought in to cover the recycling expenses, as well as an annual grant maximum of \$49,815.00. The City of Nowthen will be receiving the 2023 Score Grant in the maximum annual amount of \$49,815.00. A copy of the contract and supporting documents are attached for council information.

SOURCE OF FUNDING: Anoka County. The Score Grant amount is anticipated in the 2023 City Budget. The agreement does obligate the city to recycle at least four broad types of materials, implement a public information program, attend bi-monthly Solid Waste Advisory Team meetings, offer one spring, and fall recycling drop off program, and expand its recycling program in three additional potential ways. At present, the City of Nowthen does comply with the terms of the contract.

REQUESTED COUNCIL ACTION: Motion and second as part of the Consent Agenda to Approve Resolution 2022-XX, authorizing the Mayor, and City Administrator to Execute the 2023 Anoka County Score Grant Agreement for Residential Recycling Program.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X		X		

Other:

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Town Hall
19800 Nowthen Blvd NW
Nowthen MN, 55330

RESOLUTION No. 2022-XX

A RESOLUTION AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE 2023 ANOKA COUNTY SCORE GRANT AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM.

WHEREAS Anoka County and the City of Nowthen place a high priority upon residential recycling; and,

WHEREAS The City of Nowthen has expressed its ongoing recycling commitment by building and operating a year-round recycling program and,

WHEREAS, by their nature recycling programs and the economy which supports them operate at a financial deficit; and,

WHEREAS, Anoka County has made a financial commitment each year to support recycling programs in Anoka County Cities; and,

WHEREAS the City of Nowthen has utilized the Anoka County SCORE Grant in the past and desires to do the same in 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. The Mayor and City Administrator are hereby authorized to execute on behalf of the City of Nowthen, the Anoka County Contract # C0009418, the 2023 Anoka County SCORE Grant Agreement for Residential Recycling Program in the annual maximum amount allowed of \$49,815.00

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this ____ day of ____ 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

2023 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2023, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF NOWTHEN, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2023 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG funds") during 2023 and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,600,885.00.

WHEREAS, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and MPCA Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, , the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Contract Documents include: the **Anoka County Municipal Waste Abatement Grant Funding Application** submitted by the Municipality for the current contract year,

and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2023 through December 31, 2023 unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. §§ 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:
 - a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
 - b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.
 - c. "Quasi-municipal event" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2023, the County has determined that funding will be determined by the Grant funding application. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$49,815.00.

The County reserves the right to reduce the funding provided in the event the Municipality does not complete the additional Grant Projects referenced in the Anoka County Municipal Waste Abatement Grant Funding Application.

The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the 2023 Grant Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 499 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
 - a. The Municipal recycling program shall include the following components:

- i. Each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic and metal.
 - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
 - iii. The Municipality shall implement a public information program that contains at least the following components:
 - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
 - (2) One promotional advertisement detailing recycling and organics opportunities available for residents included in the Municipality's newsletter or local newspaper; and
 - (3) Two community outreach activities at Municipal or Quasi-municipal events to inform residents about recycling and source-separated compostable materials opportunities.
 - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
 - v. The Municipality shall regularly attend the bi-monthly Solid Waste Abatement Advisory Team (SWAAT) meetings per year.
 - vi. The Municipality shall offer a minimum of one spring and/or fall recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
- i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
 - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-municipal

events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding organics collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.

- iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
 - iv. Organize and manage a Full-Service Recycling Drop-off Center.
 - v. Develop enhanced recycling promotion and assistance for Multi-family dwellings.
 - vi. Develop additional opportunities for source-separated compostable materials collection.
 - vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g., appliances, batteries, carpet pad, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
- d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
- e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and shall be processed at a resource recovery facility unless the waste has been certified as unprocessable. Minn. Stat. §§ 115A.46, 115A.471 and 473.848. See page 44, 47-48, 51, and p. 67 of the 2018 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.
- f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.
- g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for

waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.

6. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than the third Friday in July 2023, and the second Friday in January 2024.
 - a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste and source-separated compostable materials collected for composting, chipping, or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e., tires and used oil, shall also be reported separately.
 - b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs, i.e., revenue taken in from the sale of recyclables and fees collected from residents, shall be reported.
 - c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling and organics collection programs.
 - d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
 - e. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.
7. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than the third Friday in July 2023 and the second Friday in January 2024. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by

the Anoka County Board of Commissioners and State SCORE (Select Committee On Recycling and the Environment) funds." The Municipality shall provide copies of all promotional materials funded by this grant.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County's business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.
- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
 - e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
 - f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
 - g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
 - h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF NOWTHEN

COUNTY OF ANOKA

By: _____
Jeff Pilon
Mayor

By: _____
Cindy Cesare, Chief Officer
Anoka County Human Services

Date: _____

Date: _____

By: _____
Scott Lehner
City Administrator

By: _____
Rhonda Sivarajah
County Administrator

Date: _____

Date: _____

Approved as to form and legality:

Approved as to form and legality:

By: _____
Kathryn M. Timm
Assistant County Attorney

Date: _____

2023 Anoka County Municipal Waste Abatement Grant Funding Award Letter

The Municipality of Nowthen is eligible for a total of \$29,815.00 for their Municipal program abatement efforts in 2023, plus if awarded upon request up to an additional \$20,000.00.

The total funding for the 2023 Residential Recycling Program is based on the budgeted amounts stated in the Municipal Waste Abatement Grant Funding Application.

Check one below:

(07-28-2022) The grant application was received on or before August 1, 2022.

The grant application was not received on or before August 1, 2022.

Therefore, the municipality is only eligible for the Base Funding Allocation.

The Grant Funding Award for Nowthen is as follows:

	Amount Eligible	Amount Requested	Amount Awarded
Base Funding Allocation	\$ 17,550.00	\$ 17,523.54	\$ 11,815.00

Additional Funding			
	Amount Eligible	Amount Requested	Amount Awarded
Drop-off Grant	\$ 10,000.00	\$ 23,102.48	\$ 10,000.00
General Enhancement Grant	\$ 1,510.00	\$ -	\$ -
Organics Grant	\$ 755.00	\$ -	\$ -
Additional Grant	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Labor & Staffing	\$ 8,646.35	\$ 8,000.00	\$ 8,000.00
TOTAL			\$ 38,000.00

Total Funding Award (Base + Additional Funding)	\$ 49,815.00
--	---------------------

To the extent that the Municipality requested funds in excess of the total eligible amount, the excess amount in any category is denied.

Reviewed by: 

Dated: 09-06-2022

Approved by: Alison Peterson

Dated: 9/6/2022



Contract # C0009418

ANOKA COUNTY MUNICIPAL WASTE ABATEMENT GRANT FUNDING APPLICATION

Cycle: *Annual* | Year: *2022* | Status: *Verified*

Member Name: *City of Nowthen*

Applications are due August 1, 2022.

City of Nowthen is requesting the following funding for their 2023: Anoka County municipal waste abatement program efforts.

General Instructions

This application is provided to each municipality in Anoka County for the purpose of applying for Select Committee on Recycling and the Environment (SCORE) funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2023, 2020 Met Council has been used to determine the number of households for this application.

There are three sections in this SCORE funding application:

- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:

- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. **If a completed funding application isn't submitted by August 1, 2022, the municipality will not be eligible for SCORE funding.**

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

USER TIPS

To contact support from within this form: Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

To print this form: Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click "view eligible expense" in each section.

To print a full list of the eligible expenses: Select the "click here for more details on Exporting your Survey responses" option.

To save this form while working on it: Click "Save" at the bottom of the form and select "Save as Draft".

To submit this form: Click “Save” at the bottom of the form and if there are no errors, click the “Mark as Complete” option. Note that once you mark the form as complete, you cannot make changes to it.

Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Salary and labor directly related to recycling program administration and implementation may be funded up to 75% of total SCORE funding allocation. See staffing & labor section below for more information.

Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement. If municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

Click [here](#) to view previous years application:

Click [here](#) to download the full Eligible Expenses document.

2023 Total Funding Allocation

 **MANAGE ONLY**

Your Community has access to the following funds for 2023: \$

29,815.00

(An additional \$20,000 in discretionary funds may be available through the Supplemental Funding section.)

2023 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and
- percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is \$10,000.00 base, plus \$5.00/household (household counts are based on 2020 Met Council estimates)

Municipality Name:

City of Nowthen

 **MANAGE ONLY**

of households

1,510

Base Funding (minimum)

\$ 10,000.00

Base Funding Additional (based on \$5/household)

\$ 7,550.00

Base Funding Allocation

\$ 17,550.00

Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *

\$ 0.00

Contamination Fees *

\$ 0.00

Containers *

\$ 0.00

Curbside Collection Expense Subtotal

\$

0.00

View [Eligible Expenses](#)

Estimated Revenue * \$ 0.00

Curbside Collection Expenses \$
0.00

General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 3,326.09

Equipment * \$ 9,220.50

Facility Expenses * \$ 22,012.02

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

General Operations of a Drop-off Expense Subtotal \$
34,558.61

Estimated Revenue * \$ 23,153.33

General Operations of a Drop-off Expenses \$
11,405.28

Promotion -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing * \$ 0.00

Postage * \$ 0.00

Advertising * \$ 350.00

Volunteer Incentives * \$ 0.00

Educational Entertainment * \$ 0.00

View [Eligible Expenses](#)

Promotion -- Base Funding Expenses \$
350.00

Yard Waste/Tree Waste

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 0.00

Equipment * \$ 0.00

View [Eligible Expenses](#)

Yard Waste/Tree Waste Expenses Subtotal \$
0.00

Estimated Revenue * \$ 0.00

Yard Waste/Tree Waste Expenses \$
0.00

Problem Materials

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 4,570.22

View [Eligible Expenses](#)

Estimated Revenue * \$ 4,510.50

Problem Material Expenses \$
59.72

Program Administration -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies * \$ 0.00

Training * \$ 0.00

Mileage * \$ 0.00

Membership Dues, Periodicals * \$ 0.00

Professional Services * \$ 0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses \$
0.00

Total BASE Funding requested

\$

11,815.00

2023 ENHANCED Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant for this section is \$10,000.00 for municipalities with up to 4,999 households and \$15,000.00 for municipalities with household counts 5,000 and over.

Examples of materials that can be collected for reuse, recycling or composting:

Standard Reusable or Recyclable Materials Collected at Drop-off Centers or Events:

Appliances, Electronics, Automotive Products, Fluorescent Bulbs, Bicycles**, Household Batteries, Carpet Pad, Mattresses*, Clothing**, Scrap Metal, and Confidential Papers

Additional Items:

Block n Shape Polystyrene, Film Plastics, Furniture*, Small Household Goods*, Source Separated Organics, and Yard Waste

* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash

** Items that should be evaluated for reuse prior to recycling

 **MANAGE ONLY**

Drop-off Grant Amount Available

\$

10,000.00

Permanent Drop-off Center Improvements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *

\$ 2,180.17

New Equipment & Supplies *

\$ 0.00

New Construction *

\$ 21,760.00

View Eligible Expenses

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Improvements Expenses \$

23,940.17

Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 7,514.31

New Equipment & Supplies * \$ 0.00

User Coupon Incentives * \$ 0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense Subtotal \$

7,514.31

Estimated Revenue * \$ 8,352.00

Monthly or Quarterly Drop-off Event Expenses \$

-837.69

Total Drop-off Grant Requested \$

23,102.48

General Enhancement Grant

The grant amount available for this section is calculated using \$1.00/household.

General Enhancement Grant Amount Available \$

1,510.00

Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 0.00

Recycling Containers * \$ 0.00

Recycling Bags * \$ 0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses

\$

0.00

Special Municipal Event Recycling - Please list any organics expenses in organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *

\$ 0.00

Supplies & Containers *

\$ 0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Event Recycling Expenses

\$

0.00

Special Curbside Recycling Pickups

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *

\$ 0.00

Subsidy to Resident *

\$ 0.00

View [Eligible Expenses](#)

Special Curbside Recycling Expenses

\$

0.00

Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers *

\$ 0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses

\$

0.00

Promotion -- Enhanced Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing *	\$	<input type="text" value="0.00"/>
Postage *	\$	<input type="text" value="0.00"/>
Advertising *	\$	<input type="text" value="0.00"/>
Volunteer Incentives *	\$	<input type="text" value="0.00"/>
Educational Entertainment *	\$	<input type="text" value="0.00"/>

View [Eligible Expenses](#)

Promotion -- Enhanced Funding Expenses	\$	<input type="text" value="0.00"/>
--	----	-----------------------------------

Total General Enhancement Grant Requested	\$	<input type="text" value="0.00"/>
--	----	-----------------------------------

Organics Program Grant

The grant amount for this section is \$0.50/household if additional curbside or drop-off grant programs are not offered to residents or \$1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? *

- Yes
- No

Amount Available	\$	<input type="text" value="755.00"/>
------------------	----	-------------------------------------

Organics/Food Waste Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$	<input type="text" value="0.00"/>
Organics Equipment *	\$	<input type="text" value="0.00"/>
Organics Only - Promotion *	\$	<input type="text" value="0.00"/>

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics/Food Waste Program Expenses

\$

0.00

Labor & Staffing (All Programs)

 HIDDEN

Labor & Staffing Calculations

Maximum Funding Available (Base plus Enhancement NOT including Supplemental)

29,815.00

Total Funding Requested (not including Staffing)

34,917.48

Funding Remaining (Total Requested minus Max Amount available)

-5,102.48

Maximum Available for Labor and Staffing based on 75% of total SCORE funding allocation:

\$ 22,361.25

Salary and labor expenses must be directly related to recycling program operations and administration. These expenses may be funded up to 75% of SCORE funding allocation (not including supplemental funding). The final % and expense amount for salary and labor will be determined after Anoka County approves the submitted staffing and labor metric.

Upload Labor and Staffing Metric Document *

2023 Nowthen Staffing Metric and Drop-off Calculator.xlsx

View [Eligible Expenses](#)

Labor & Staffing expenses: *

\$ 8,000.00

 MANAGE ONLY

Admin only: Salary and labor % will be entered by Anoka County after the salary and labor metric document is approved.

29

 HIDDEN

Admin-Only- Additional Staff Funding

\$

 HIDDEN

GRAND TOTAL LABOR & STAFFING

\$

8,000.00

Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to \$20,000.00 per municipality.

Do you need additional funds to grow existing waste abatement programs? *

Yes No

In the box below, please include the following information:

- Identify need for supplemental funding;
- Describe project scope and design;
- Describe how the project may benefit multiple municipalities or the County as a whole;
- Note key stakeholders participating in project activities, including project collaborators;
- Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved.

 HIDDEN

Supplemental Funding - Maximum Amount Available

20,000.00

Project Budget

List all project elements that require funding. Use the ADD button to add elements to the chart.

PROJECT ELEMENT *	EXPENSE *
facility upgrades	10,000.00
implementing safety requirements	10,000.00

Total Supplemental Funding Requested

\$ 20,000.00

Summary of Funding Requested

Base Funding Requested

\$ 11,815.00

Enhancement Funding Requested

Drop-off Grant Requested

\$ 23,102.48

General Enhancement Grant Requested

\$ 0.00

Organics Grant Requested

\$ 0.00

Total Enhancement Funding Requested

\$

23,102.48

Labor & Staffing Funding Requested

\$ 8,000.00

Supplemental Funding Requested

\$ 20,000.00

Total Funding Requested

\$

62,917.48

Date: *

07/28/2022

Name: *

Adrienne Christensen

Title: *

Recycling Coordinator/ Administrative Assistant

Total Funding Granted

MANAGE ONLY

Base Funding Granted

11,815.00

MANAGE ONLY

Drop-off Funding Granted

\$ 10,000.00

MANAGE ONLY

General Enhancement Funding Granted	\$ 0.00
MANAGE ONLY	
Organics Funding Granted	\$ 0.00
MANAGE ONLY	
Supplemental Funding Granted	\$ 20,000.00
MANAGE ONLY	
Labor & Staffing Funding Granted	8,000.00
Total Funding Granted	\$ 49,815.00

MANAGE ONLY

*****Office Use Only*****

Received By: Sue Doll

Date: 07/28/2022

Manager Notes for Reporters:

Municipality initially requested \$55,523.54. With \$20,000 in supplemental funding added, the city is eligible for \$49,815. Increased revenue \$5,708.54 from drop-off to \$23,153.33 to not exceed funding available.

Created: Jun 24, 2022 at 02:20 PM CDT

Robin Wodziak Robin.Wodziak@co.anoka.mn.us

Last Updated: Aug 17, 2022 at 09:02 AM CDT

Sue Doll Sue.Doll@co.anoka.mn.us



REQUEST FOR COUNCIL ACTION

Agenda Item: 3e	Department: Finance	Requested Council Meeting Date: October 11, 2022	Submitted By: Lori Yager, Finance Consultant
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TITLE OF ISSUE:
APPROVAL OF 2022 THIRD QUARTER FINANCIAL REPORT

BACKGROUND AND SUPPLEMENTAL INFORMATION:
For Council information, attached please find the third quarter financial report for the City of Nowthen.

SOURCE OF FUNDING:
None

REQUESTED COUNCIL ACTION:
Consent

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map

Other: 2022 Third quarter financial report

Memorandum

Date: 10/06/22
To: Mayor and Councilmembers and City Administrator
From: Lori Yager – RTY Consulting
RE: September 2022 Financial Report

Attached are financial reports for the period ending September 30, 2022 along with some comparative information. After **brief** analysis, some general comments can be made regarding the quarterly reports for the City.

GENERAL FUND REVENUES

General fund revenues are up 1.6% over 2021, at this time. Most revenue categories are down except property tax revenues and interest earnings.

GENERAL FUND EXPENDITURES

General fund expenditures are up 20% or \$254,410 over last year. Several departments are exceeding or very close to original their 2022 budgets. City Clerk/Finance actual expenditures are \$112,000 over third quarter of the previous year. This is the direct result of having to hiring an Interim City Administrator and Ehlers Associates to assist with the transition from the previous year. Sheriff contract costs are up \$48,000 over third quarter of the previous year. General Government and Public Works costs are up \$53,000 because of increases in everyday expenditures for operations. Engineering costs are up \$21,000 over third quarter last year.

Looking at specific categories, Personal Services are up 4.5% or \$13,500. Professional Services are up \$158,500 primarily associated with the Interim City Administrator, Engineering and increased legal expenditures. Utilities/maintenance expenditures are up about \$57,000. Increases in operating costs and timing of purchases is the primary cause of this increase. Three out of the last four years the city consistently used fund balance for operations during the first nine months of each year. This is normal for most cities of this size because of the timing of tax distributions. The city received American Rescue Plan grant funds which need to be appropriated by December 31st, 2024.

OTHER GOVERNMENTAL FUNDS

The City is currently using reserves in Debt Service, Road and Bridge Improvement and Equipment funds for debt payments and capital improvements and purchases.

RECYCLING FUNDS

The City Recycling funds reflect a larger operating loss this year compared to previous years. County grant funds have not been received yet.

GENERAL COMMENTS

Total cash and investments are up about \$1.9 million compared to September 30, 2021. The city issued debt in October 2021 for the 2020 and 2021 road improvements. Returns on investments are improving.

CITY OF NOWTHEN

2022 FINANCIAL REPORT - SEPTEMBER

GENERAL FUND

Year To Date 9 Months 75% of Year

	<u>2022 Budget</u>	<u>Year to Date</u>	Percentage Received/ Expended <u>2022</u>
<u>Receipts</u>			
Property Taxes	\$ 1,637,410	\$ 903,397	55.17%
Special Assessments		\$1,080	
Licenses and Permits	104,705	116,214	110.99%
Intergovernmental Revenue	54,305	290,580	535.09%
Planning & Zoning Fees	90,000	74,940	83.27%
Charges for Services	24,995	25,719	102.90%
Fines and Forfeitures	9,300	6,216	66.84%
Interest Earnings	3,200	9,038	282.44%
Other Miscellaneous	9,500	23,269	244.94%
Total	\$ 1,933,415	\$ 1,450,453	75.02%
<u>Disbursements</u>			
Mayor/Council	\$ 30,570	\$ 21,433	70.11%
City Clerk/Finance	259,300	279,119	107.64%
Elections	13,475	7,633	56.65%
Accounting/Assessing	49,050	39,939	81.43%
Legal	67,500	62,535	92.64%
General Govt Building	126,775	119,420	94.20%
Planning & Zoning	61,500	40,952	66.59%
Engineering	40,900	53,933	131.87%
Sheriff	373,985	243,064	64.99%
Fire	288,625	187,508	64.97%
Building Inspection	100,075	100,277	100.20%
Public Works	390,660	270,568	69.26%
Farmer's Market	2,500	1,330	53.20%
Park Maintenance	46,000	37,358	81.21%
Upper Rum River Watershed	10,000	4,688	46.88%
Unallocated	0	0	
Total	\$ 1,860,915	\$ 1,469,757	78.98%
Net Transfers	72,500	54,375	75.00%
Sources (Uses) of Fund			
Balance	\$0	(\$73,679)	

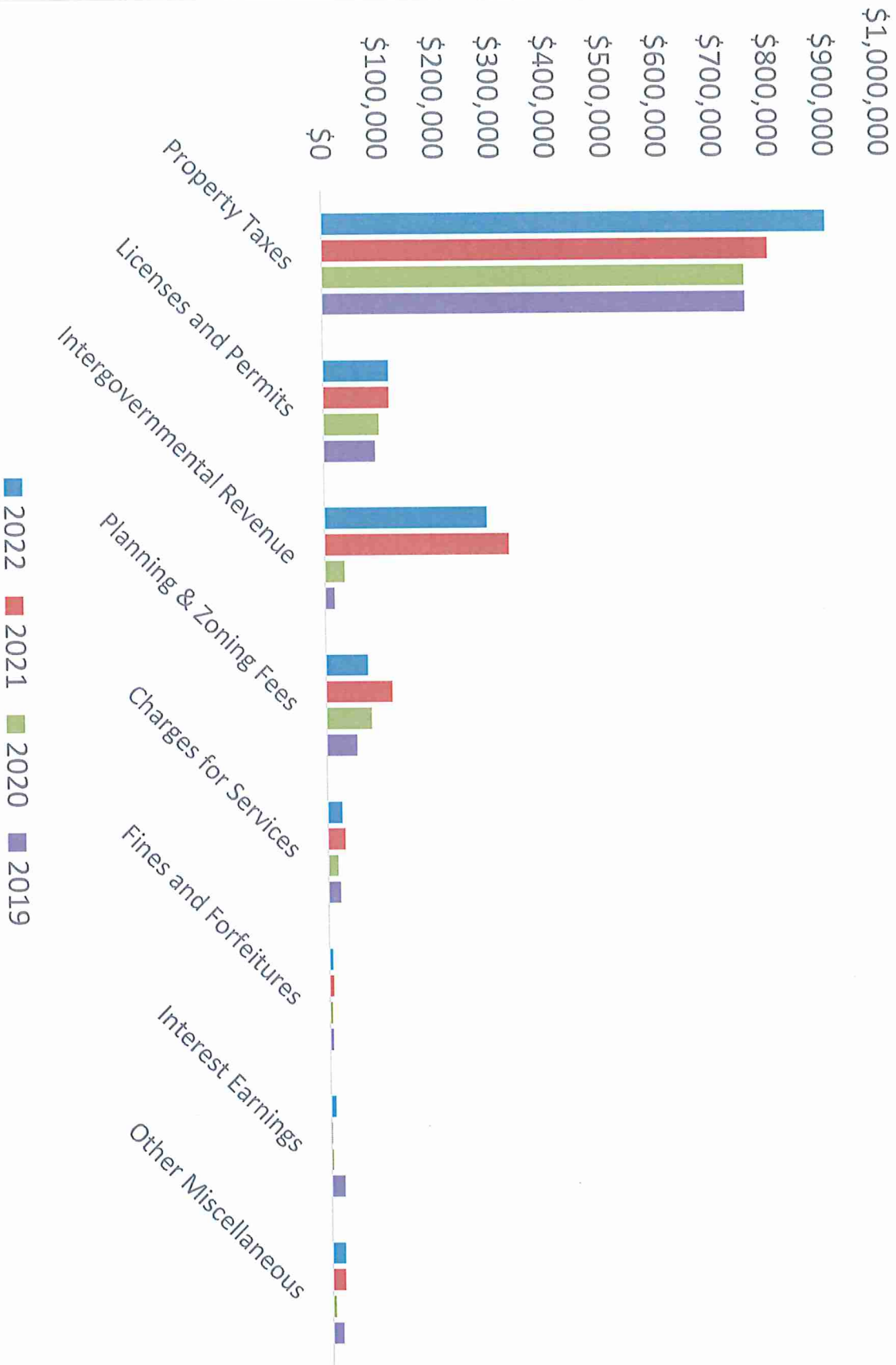
CITY OF NOWTHEN

**FOUR YEAR COMPARATIVE FINANCIAL REPORT
FOR THE PERIOD ENDING SEPTEMBER 30, 20XX**

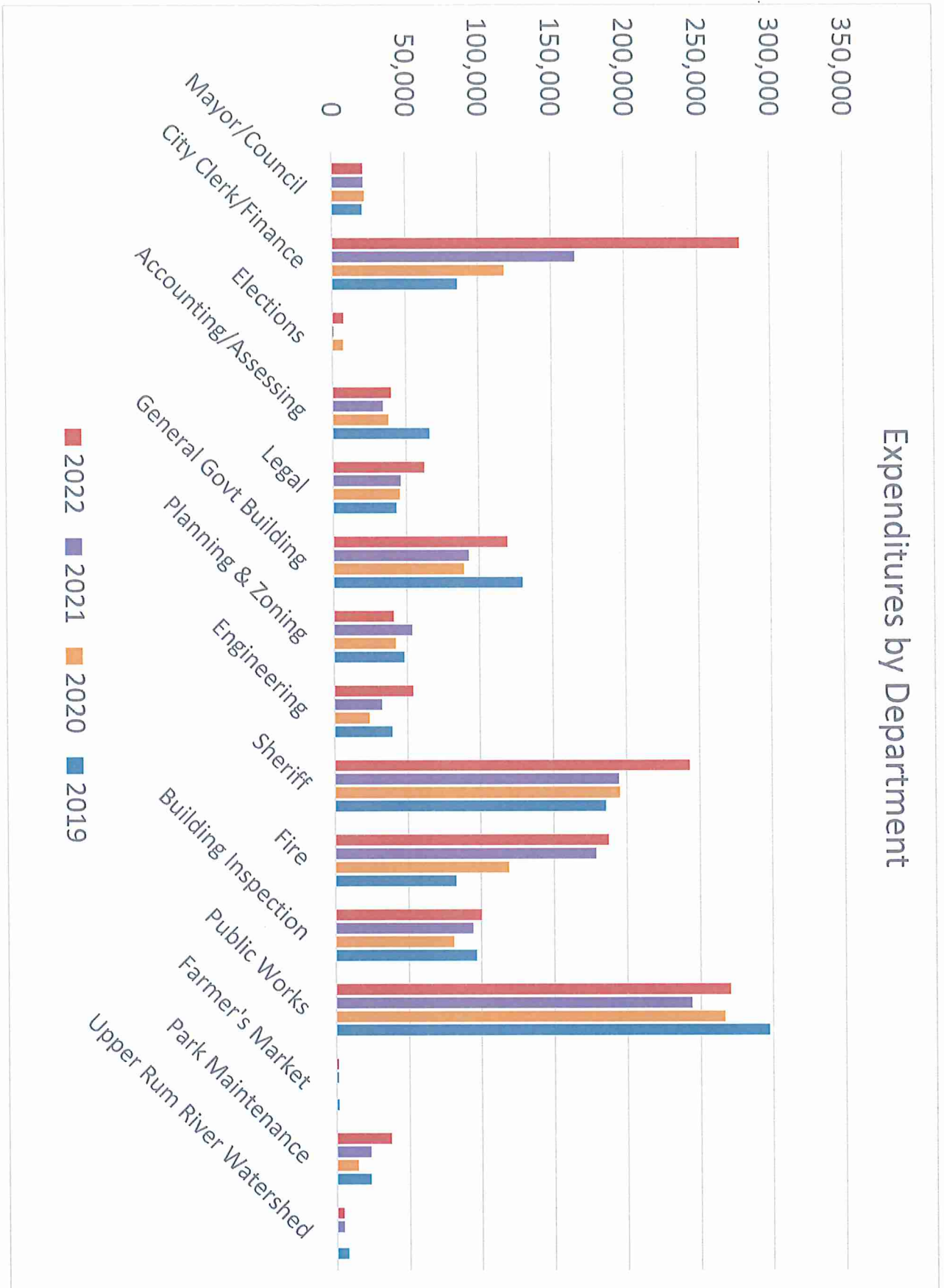
GENERAL FUND

Receipts	2022	2021	2020	2019
Property Taxes	\$903,397	\$799,059	\$756,960	\$758,660
Licenses and Permits	116,214	116,784	99,024	91,683
Intergovernmental Revenue	290,580	329,871	35,178	16,594
Planning & Zoning Fees	74,940	117,661	80,662	54,060
Charges for Services	25,719	31,003	17,533	21,695
Fines and Forfeitures	6,216	7,801	4,321	5,601
Interest Earnings	9,038	1,631	3,051	23,579
Other Miscellaneous	23,269	22,894	5,211	18,752
Total	\$1,449,373	\$1,426,704	\$1,001,940	\$990,624
Disbursements				
Mayor/Council	21,433	\$21,509	\$22,301	\$20,864
City Clerk/Finance	279,119	166,438	117,969	86,023
Elections	7,633	926	7,124	0
Accounting/Assessing	39,939	34,232	37,945	66,037
Legal	62,535	46,184	45,486	43,241
General Govt Building	119,420	92,970	89,555	129,659
Planning & Zoning	40,952	53,489	42,204	48,055
Engineering	53,933	32,488	24,029	39,448
Sheriff	243,064	194,771	195,378	185,737
Fire	187,508	178,773	119,053	83,055
Building Inspection	100,277	94,587	81,250	96,753
Public Works	270,568	243,867	266,642	297,320
Farmer's Market	1,330	1,270	480	1,688
Park Maintenance	37,358	23,459	14,584	23,421
Upper Rum River Watershed	4,688	4,884	0	7,763
Unallocated	0	0	0	0
Total	\$1,469,757	\$1,189,847	\$1,064,000	\$1,129,064
Transfers Out	54,375	79,875	140,625	76,141
Sources (Uses) of Fund Balance	(\$74,759)	\$156,982	(\$202,685)	(\$214,581)

Revenue



Expenditures by Department



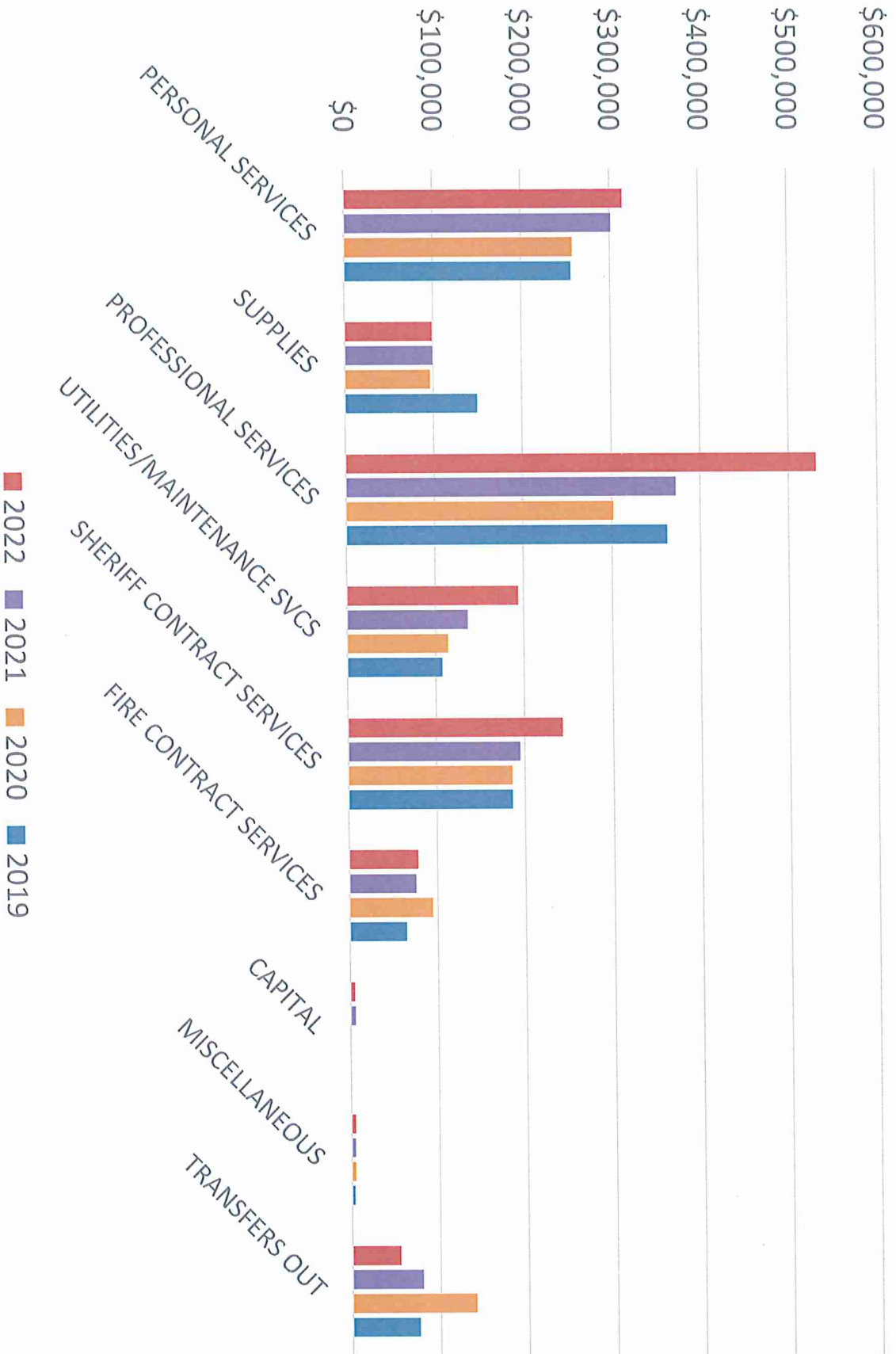
CITY OF NOWTHEN

**FOUR YEAR COMPARATIVE FINANCIAL REPORT
FOR THE PERIOD ENDING SEPTEMBER 30, 20XX**

GENERAL FUND

Receipts	2022	2021	2020	2019
Property Taxes	\$903,397	\$799,059	\$756,960	\$758,660
Licenses and Permits	116,214	\$116,784	\$99,024	\$91,683
Intergovernmental Revenue	290,580	\$329,871	\$35,178	\$16,594
Planning & Zoning Fees	74,940	\$117,661	\$80,662	\$54,060
Charges for Services	25,719	\$31,003	\$17,533	\$21,695
Fines and Forfeitures	6,216	\$7,801	\$4,321	\$5,601
Interest Earnings	9,038	\$1,631	\$3,051	\$23,579
Other Miscellaneous	23,269	\$22,894	\$5,211	\$18,752
Total	\$1,449,373	\$1,426,704	\$1,001,940	\$990,624
Disbursements				
PERSONAL SERVICES	\$314,921	\$301,442	\$257,846	\$256,216
SUPPLIES	98,893	99,334	95,932	149,654
PROFESSIONAL SERVICES	531,368	372,805	301,894	362,571
UTILITIES/MAINTENANCE SVCS	193,980	136,557	114,308	107,314
SHERIFF CONTRACT SERVICES	243,064	194,772	185,737	185,737
FIRE CONTRACT SERVICES	77,922	75,069	94,243	64,123
CAPITAL	4,921	5,469	0	0
MISCELLANEOUS	4,688	4,399	4,399	3,449
TRANSFERS OUT	54,375	79,875	140,625	76,141
Total	\$1,524,132	\$1,269,722	\$1,194,984	\$1,205,205
Sources of Fund Balance	(\$74,759)	\$156,982	(\$193,044)	(\$214,581)

Expenditures by Category



CITY OF NOWTHEN

2022 FINANCIAL REPORT - SEPTEMBER

STATUS OF CASH BALANCES

<u>Fund</u>	Beginning Balance <u>1/1/2022</u>	<i>Balance</i> <u>9/30/2022</u>	Dollar Difference	Balance <u>9/30/2021</u>
General Fund	\$ 1,266,318	\$ 1,182,189	\$ (84,129)	\$ 1,122,761
Debt Service funds	678,991	509,386	(169,605)	362,510
Park Capital Fund	255,935	277,293	21,358	255,935
Capital Improvement Funds	195,208	186,833	(8,375)	175,178
Road & Bridge Improvement Fund	1,427,117	1,297,620	(129,497)	243,625
Equipment Funds	1,129,939	601,154	(528,785)	257,107

CASH AND INVESTMENTS - ALL FUNDS

	<u>9/30/2022</u>	<u>9/30/2021</u>	
Total City Cash & Investments	\$ 4,117,681	\$ 2,238,206	\$ 1,879,475

Issued Debt in October 2021

CITY OF NOWTHEN

2022 FINANCIAL REPORT - SEPTEMBER

RECYCLING FUND
Year to Date, SEPTEMBER 30, 20XX

Receipts	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
County Reimbursement	\$85	\$0	\$68,856	\$35,688
Recycling Proceeds	<u>21,948</u>	<u>19,758</u>	<u>9,124</u>	<u>15,513</u>
Total Revenue	22,033	19,758	77,980	51,201
Disbursements				
Personal Services	21,701	14,127	4,467	10516
Supplies	223	450	319	749
Professional	3,105	0	23,905	390
Utilities/Maintenance	10,519	4,489	5,878	13824
Recycling Hauler	4,552	8,354	18,262	18542
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	40,100	27,420	52,831	44,021
Operating Income (loss)	(18,067)	(7,662)	25,149	7,180
Non-Operating Revenue (Expense)	0	0	0	0
Net Income (Loss)	\$ (18,067)	(7,662)	25,149	7,180
Cash Balance 9/30/22	\$ 5,333			
Cash Balance 9/30/21	\$ 23,377			
Cash Variance	(18,044)			

**Explanation of Cash
Variances**

Incurred additional staffing costs in 2022

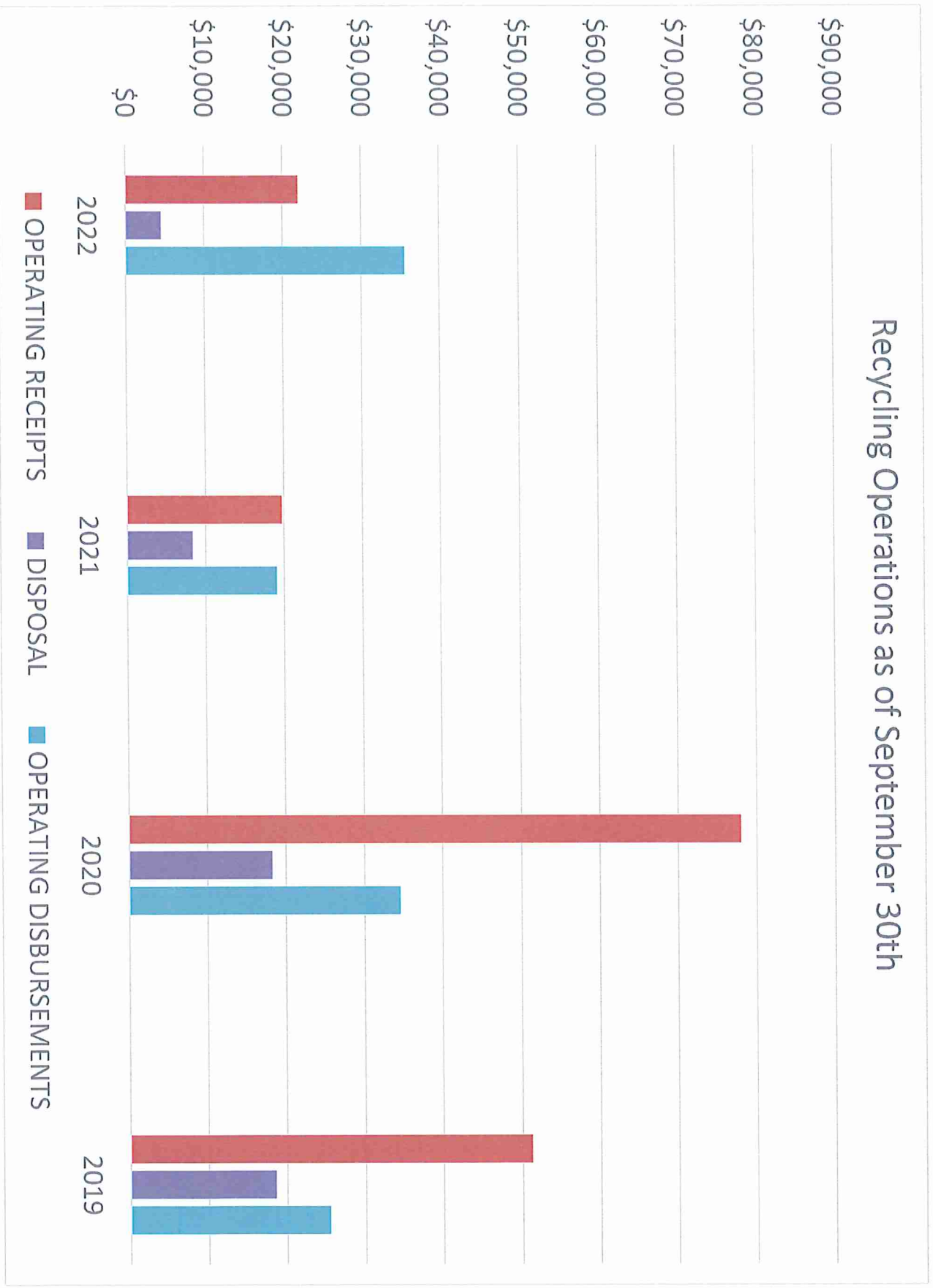
CITY OF NOWTHEN

CURRENT AND HISTORIC QUARTERLY REPORT FOR RECYCLING
(no capital, depreciation or debt)

For the Quarter Ending SEPTEMBER 30

RECYCLING	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
OPERATING RECEIPTS	\$22,033	\$19,758	\$77,980	\$51,201
DISPOSAL	4,552	8,354	18,262	18,542
OPERATING DISBURSEMENTS	<u>35,548</u>	<u>19,066</u>	<u>34,569</u>	<u>25,479</u>
OPERATING INCOME (LOSS)	(18,067)	(7,662)	25,149	7,180

Recycling Operations as of September 30th



CITY OF NOWTHEN

CURRENT CASH & INVESTMENTS

For the Quarter Ending SEPTEMBER 30, 2022

	MATURITY DATES			TOTAL
	2022	2023	2024	
CHECKING ACCOUNT	\$258,566			\$258,566
4M MONEY MKT FUND	\$552,101			\$552,101
CERTIFICATE OF DEPOSIT	\$494,500	\$2,242,347	\$380,516	\$3,117,363
BOND FUND	\$276,832			\$276,832
TOTAL	\$1,581,999	\$2,242,347	\$380,516	\$4,204,862

	9/30/2022	9/30/2021	INCREASE/ (DECREASE)
CHECKING ACCOUNT	\$258,566	\$131,282	\$127,284
4M MONEY MKT FUND	\$828,933	\$665,219	\$163,714
CERTIFICATE OF DEPOSIT	\$3,117,363	\$1,479,900	\$1,637,463
TOTAL	\$4,204,862	\$2,276,401	\$1,928,461

GOVERNMENTAL FUNDS
BALANCE SHEET

AS OF SEPTEMBER 30, 2022

	GENERAL FUND	ECONOMIC DEVELOPMENT FUND	DEBT FUNDS	PARK ACQUISITION FUNDS	CAPITAL FUNDS	ROAD & BRIDGE FUND	RECYCLING FUND	EQUIPMENT FUNDS	TOTAL GOVERNMENTAL FUNDS
ASSETS									
Cash & Investments	\$1,168,926	\$2,489	\$509,386	\$277,293	\$186,833	\$1,297,620	\$5,333	\$601,154	\$4,049,034
Receivables	\$27,554		752,137						752,137
Prepaid expense	<u>1,196,480</u>	<u>2,489</u>	<u>1,261,523</u>	<u>277,293</u>	<u>186,833</u>	<u>1,297,620</u>	<u>5,333</u>	<u>601,154</u>	<u>4,828,725</u>
LIABILITIES									
Payables	(1,809)								(1,809)
Compensated absences	16,100								16,100
Deferred revenue	0	0	752,137	0	0	0	0	0	752,137
TOTAL LIABILITIES	<u>14,291</u>	<u>0</u>	<u>752,137</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>766,428</u>
FUND BALANCE									
RESTRICTED			509,386			1,297,620		601,154	509,386
ASSIGNED				277,293	\$186,833		5,333		2,362,900
UNASSIGNED	<u>1,182,189</u>	<u>2,489</u>							<u>1,190,011</u>
TOTAL FUND BALANCE	<u>\$1,182,189</u>	<u>\$2,489</u>	<u>\$509,386</u>	<u>\$277,293</u>	<u>\$186,833</u>	<u>\$1,297,620</u>	<u>\$5,333</u>	<u>\$601,154</u>	<u>\$4,062,297</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$1,196,480</u>	<u>\$2,489</u>	<u>\$1,261,523</u>	<u>\$277,293</u>	<u>\$186,833</u>	<u>\$1,297,620</u>	<u>\$5,333</u>	<u>\$601,154</u>	<u>\$4,828,725</u>



REQUEST FOR COUNCIL ACTION

Agenda Item: 3f	Department: Administration	Requested Council Meeting Date: October 11, 2022	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX AUTHORIZING THE PURCHASE OF A LUCAS 3, V3.1 CHEST COMPRESSION SYSTEM AND ACCESSORY EQUIPMENT FROM STRYKER MEDICAL

BACKGROUND AND SUPPLEMENTAL INFORMATION: At the request of the Fire Department, the City Council approved a bond for the purchase of fire capital equipment essential to the performance of the department's lifesaving duties.

The primary capital bond purchase was a tanker tender which is presently on order together with other extraction and specialized equipment.

At present there is \$43,526.00 left from approved bond proceeds. The fire department is requesting the purchase of a Lucas 3, V3.1 and accessory equipment (see attached quote)

The Lucas works in conjunction with the AED to sustain the heartbeat once it has been re-established.

SOURCE OF FUNDING: Fire Capital Bond

REQUESTED COUNCIL ACTION: Motion and second as part of the consent agenda to approve Resolution 2022-XX Authorizing the purchase of a Lucas 3, V3.1 Chest Compression System and Accessories from Stryker Medical.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other: Stryker Medical has given a quote to the Fire Department for the costs of the Lucas 3 and Accessories in the amount of \$22,179.11

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Town Hall
19800 Nowthen Blvd NW
Nowthen MN, 55330

RESOLUTION No. 2022-XX

A RESOLUTION AUTHORIZING THE PURCHASE OF A LUCAS 3, V3.1 CHEST COMPRESSION SYSTEM AND ACCESSORY EQUIPMENT FROM STRYKER MEDICAL

WHEREAS, the city council has approved a capital bond for the purpose of acquiring essential Fire Department equipment; and,

WHEREAS, one primary bond purchase is the Lucas 3, V3.1 Chest Compression System and Accessory Equipment; and,

WHEREAS, the Fire Chief has secured a quote for such equipment dated 7/19/2022 to expire on 10/17/2022.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. The purchase of equipment referenced herein and the 9/17/2022 quote from Stryker Medical is hereby approved at a cost not to exceed \$22,179.11.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 11th day of October 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST
By: SCOTT LEHNER
Its City Administrator

Scott Lehner

From: Lori Yager <kayyag@gmail.com>
Sent: Wednesday, August 31, 2022 3:27 PM
To: City Clerk; dschmidt@stfrancismn.org; Natalie Johnson; jlawrence@stfrancismn.org; Scott Lehner
Subject: Re: bond spending
Attachments: FD Bond Spreadsheet (1).xlsx

Frank, attached is a revised bond expenditure spreadsheet. I found out on Monday that the car was approved by the council in December 2021, outside of the bond issue, so I removed it. Fire has \$43,526 left to spend from the bond proceeds, if needed. Thanks,
Lori

On Wed, Aug 31, 2022 at 3:10 PM City Clerk <CityClerk@nowthenmn.net> wrote:

Is the product in the last paragraph the \$22,000 LUCAS

From: Lori Yager <kayyag@gmail.com>
Sent: Friday, August 26, 2022 4:17 PM
To: City Clerk <CityClerk@nowthenmn.net>; Natalie Johnson <Natalie@nowthenmn.net>; Scott Lehner <slehner@nowthenmn.net>; dschmidt@stfrancismn.org
Subject: bond spending

Hello everyone, attached is a spreadsheet I have prepared based on actual expenditures from Banyon and the pending truck purchase and completion of the fire tanker. I am showing that fire has expended \$536,207 of bond proceeds with \$45,500 remaining for the tanker for a total of \$581,707. Public works will expend \$270,000 for the dump truck. That will fulfill the bond spending obligation of \$850,000. I did not include the spending highlighted in yellow as that will not be needed to reach the bond amount. The other items will just come out of the equipment replacement fund.

There is enough funding in the equipment replacement plan budget to purchase the life pak kit for fire but I recommend that Fire get approval from the council to do so. This will not need to be from bond funds but from the equipment replacement plan fund.

Thanks,

Lori

Purchase Order Form



Account Manager Elizabeth Reem
Cell Phone 314-853-2779

Purchase Order Date 08/23/2022
Expected Delivery Date _____
Stryker Quote Number 10558004

BILL TO		CUSTOMER #
Company Name	City of Nowthen	1335372
Contact or Department		
Street Address	8188 199th Avenue North	
Add'l Address Line		
City, ST ZIP	Nowthen, MN 55330	
Phone	612-386-7795	

SHIP TO		CUSTOMER #
Company Name	City of Nowthen	1335372
Contact or Department		
Street Address	8188 199th Avenue North	
Add'l Address Line		
City, ST ZIP	Nowthen, MN 55330	
Phone	612-386-7795	

Authorized Customer Initials _____


Authorized Customer Initials _____

DESCRIPTION	QTY	TOTAL
Reference Quote: 10558004	1	\$22,179.11
	TOTAL*	<u>\$22,179.11</u> -

Accounts Payable Contact Information

Name: Joe Lawrence
Email: jlawrence@stfrancismn.org
Phone: 612-386-7795

Authorized Customer Signature

Printed Name: Joe Lawrence
Title: Assistant Chief
Signature: 
Date: 8/28/22

Attachment: Stryker Quote Number 10558004

Stryker Terms and Conditions
www.strykeremergencycare.com/terms

* Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services on the Stryker Quote



Nowthen Fire Dept Lucas/LP1000 071922

Quote Number: 10558004

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: Stryker Quote

Rep: Elizabeth Reem

Attn:

Email: elizabeth.reem@stryker.com

Phone Number: (314) 853-2779

Quote Date: 07/19/2022

Expiration Date: 10/17/2022

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	Stryker Quote	Name:	Stryker Quote	Name:	Stryker Quote
Account #:		Account #:		Account #:	
Address:	3800 East Centre Avenue	Address:	3800 East Centre Avenue	Address:	3800 East Centre Avenue
	Portage		Portage		Portage
	Michigan 49002		Michigan 49002		Michigan 49002

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$15,071.01	\$15,071.01
2.0	11576-000060	LUCAS Desk-Top Battery Charger	1	\$1,149.27	\$1,149.27
3.0	11576-000071	LUCAS External Power Supply	1	\$363.66	\$363.66
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1	\$702.96	\$702.96
5.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	1	\$137.46	\$137.46
6.0	99425-000023	LIFEPAK 1000 Graphical Display - includes one non-rechargeable battery, one carrying case w/ shoulder strap, two pair QUIK-COMBO REDI-PAK electrodes and Ship Kit	1	\$2,085.48	\$2,085.48
7.0	41425-000034	Ship Kit - Literature, LP1000, W RCHG, English	1	\$0.00	\$0.00
Equipment Total:					\$19,509.84

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
8.0	78000171	LIFENET Asset, per device	1	\$545.00	\$545.00
9.1	78000700	ProCare LUCAS Preventive Maintenance: Annual onsite preventive maintenance inspection for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	1	\$1,925.00	\$1,925.00



Nowthen Fire Dept Lucas/LP1000 071922

Quote Number: 10558004

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308
Chicago, IL 60673-3308

Prepared For: Stryker Quote
Attn:

Rep: Elizabeth Reem
Email: elizabeth.reem@stryker.com
Phone Number: (314) 853-2779

Quote Date: 07/19/2022

Expiration Date: 10/17/2022

ProCare Total:	\$2,470.00
----------------	------------

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$199.27
Grand Total:	\$22,179.11

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

PENDING APPROVAL

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.

PENDING APPROVAL



REQUEST FOR COUNCIL ACTION

Agenda Item: 3g	Department: Recycling	Requested Council Meeting Date: October 11, 2022	Submitted By: Scott Lehner City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX AUTHORIZING THE EXPENDITURE OF \$5,871.00 TO REPAIR THE CARDBOARD BALER MACHINE.

BACKGROUND AND SUPPLEMENTAL INFORMATION: One of the highest volume and most popular recycling items is cardboard. To adequately process the large quantities of cardboard for hauling to market, the city owns a cardboard baler. The baler condenses and forms the cardboard into "bricks" of approximately three by three by four feet in size.

Our baler has been operating for decades without any significant maintenance. Recently, the staff contacted Recovery Systems Co, Inc. because the hydraulic compression cylinder began to leak. The repair required is replacement of the old cylinder with a new one. This is both a safety and operational issue, so it is important that this work be accomplished expeditiously so that the equipment is operational for the Fall Recycling Day scheduled for October 15, 2022.

SOURCE OF FUNDING: 603-3220-103, \$4,000.00 is contained in the 2022 recycling budget for recycling maintenance. Any additional funds required could be drawn from part-time salary account since the city has been without a recycling attendant for some months now. The city is not required to pay sales tax which amends the total costs from \$6,171.51 to \$5,871.00.

REQUESTED COUNCIL ACTION: Motion and second as part of the consent agenda to approve resolution 2022-XX authorizing the replacement of the Hydraulic Cylinder on the cardboard baler machine in accordance with the estimate submitted by Recovery Systems Co. dated 9/9/22.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Town Hall
19800 Nowthen Blvd NW
Nowthen MN, 55330

RESOLUTION No. 2022-XX

A RESOLUTION AUTHORIZING THE EXPENDITURE OF \$5,871.00 TO REPAIR THE CARDBOARD BALER MACHINE

WHEREAS, cardboard is a popular and useful product for recycling; and,

WHEREAS, to facilitate the processing, hauling and delivery of cardboard the city owns and operates a cardboard baler machine; and,

WHEREAS, city staff have noticed hydraulic leakage in the area of the hydraulic cylinder which affects the safety and operation of this equipment; and,

WHEREAS, Recovery Systems Co. Inc. have evaluated the baler machine and recommended replacement of the cylinder for longevity and to execute the repair before October 15, 2022, Fall Recycling Day in Nowthen.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. The cardboard baler repair work as contemplated in the Recovery Systems Co. Inc. estimate dated 9/9/2022 is hereby approved.
3. Funding for this purpose is to be drawn from the recycling budget 603-43220 either from maintenance or part-time wages, or both.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 11th day of October 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



Recovery Systems Co., Inc.

1617 5th St S
Hopkins, MN 55343-7813

Custom Estimate

Date	Estimate #
9/9/2022	18685

Name / Address
City of Nowthen 8188 199th Ave NW Elk River, MN 55330

Ship To
City of Nowthen 8188 199th Ave NW Elk River, MN 55330

P.O. No.	Terms	Rep	FOB
	Net 30	SVC	

Item	Description	Qty	U/M	Cost ea	Total
	V5HD SN 68240: Replace Cylinder to Mend Cylinder Drift Issues				
Service	Standard Hourly Rate - 2men/5hrs ea	10		115.00	1,150.00
Travel - Service	Travel - Port-to-Port - 2men/1.5hrs ea	3		100.00	300.00
Mileage	Mileage - Port-to-Port	80		0.625	50.00
Consumables	Consumables	1		25.00	25.00T
869875	CYLINDER 6"B x 48"S x 3.5"R	1		4,346.00	4,346.00T
	Does not include freight.				
	This is our best estimate of time and materials. Final invoicing will be based on actual time and materials used to complete job.				
	Pricing and Availability subject to change without notice.				
	Minnesota State 6.875%			6.875%	300.51
Total					\$6,171.51

Signature _____

Agenda Item # 4

Nowthen Council Meeting – October 11th, 2022

Opening

Mr. Mayor, members of the City Council, City Staff, and Citizens of Nowthen. The following is the Sheriff's Office report for the Month of September 2022:

Calls for Service

Sheriff's Deputies responded to 144 calls for service.

Those calls for service included:

- 1 to Bar None
- 1 Alarm
- 3 Medicals
- 1 Animal Complaint

Bar None

09/19/2022 (10:29 AM): Deputies responded to a report of an assault at the location. An employee reported that a juvenile male threw a chair at him during a verbal argument after the employee asked the juvenile not to sing about drug use while on campus. Deputies and other employees helped mediate the situation. No one was injured and the juvenile was charged with 5th degree assault.

Noteworthy Calls for Service

09/05/2022 (12:33 AM): Deputies responded to a suspicious activity report in the 6700 block of 207th Avenue NW. The 911 caller reported seeing a person running from the area of her attached garage. She also saw headlights in the area. A deputy arrived in under 5 minutes. Evidence in the area showed fresh pry marks on the door to the garage and deputies found freshly disturbed dew in the grass in the area. The area was checked, but the suspect was not located. No entry was made into the house.

09/07/2022 (10:18 PM): Volunteer deputies were on patrol in Nowthen when they observed a fire that was clearly larger than a recreational fire in the 8300 block of Viking Blvd. NW. They investigated further and found an active fire. They called for assistance from other deputies and Nowthen FD.

9/12/2022 (02:40 PM): Deputies responded to a report of a single vehicle rollover crash at Viking Blvd. NW and Jasper St. NW. The first arriving deputy found a Chevrolet pickup upside down in the ditch. The driver, a 16-year-old, had only minor injuries. The driver reported she swerved to avoid a rabbit in the roadway, and this caused her to lose control.

09/18/2022 (05:53 PM): Deputies responded to a report of a motorcycle crash with injuries on Viking Blvd. NW near Cleary Rd NW. Witnesses reported the operator of the motorcycle had looked back after his hat flew off and then failed to negotiate the curve. The motorcycle went deep into the ditch and the operator suffered serious injuries. He was transported to the hospital via Allina ambulance.

09/19/2022 (09:55 PM): Deputies responded to a report of a vehicle crash at Bill's Superette at 8077 Viking Blvd. NW. The driver, an adult male, was reported to have struck a tree nearby and then drove to the gas station.

Deputies noted signs of impairment and the male was ultimately arrested for DWI. He was found to be twice the legal limit.

09/27/2022 (08:43 PM): A deputy was parked at Viking Blvd. NW and St. Francis Blvd. NW monitoring traffic when he observed a vehicle pull to the side of the roadway. The driver of the vehicle then exited and began urinating on the side of the roadway. The deputy made contact with the male and immediately noted signs of impairment. The driver was arrested at the scene and transported for a follow up test. He was ultimately charged with careless driving.

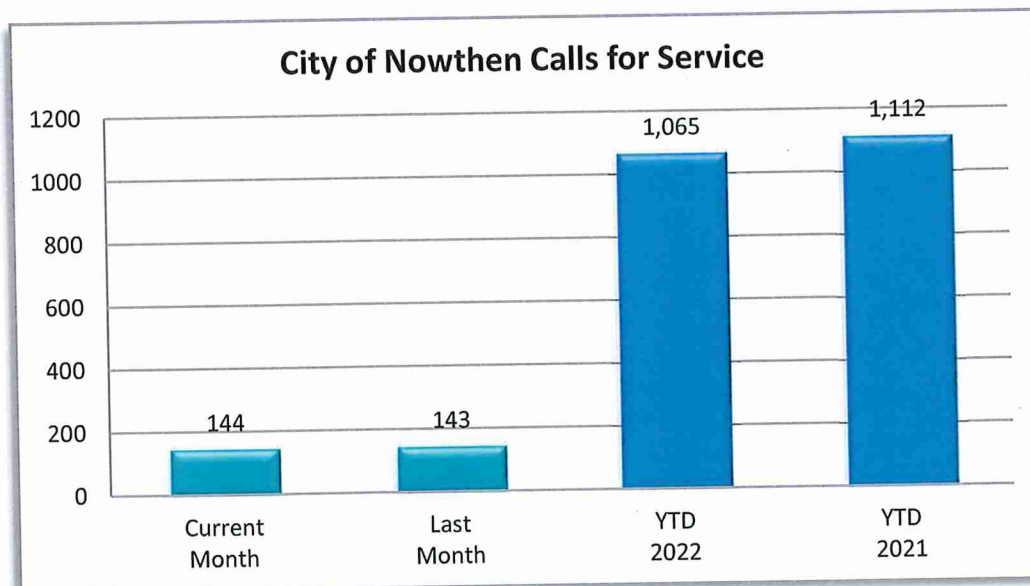
Miscellaneous

-

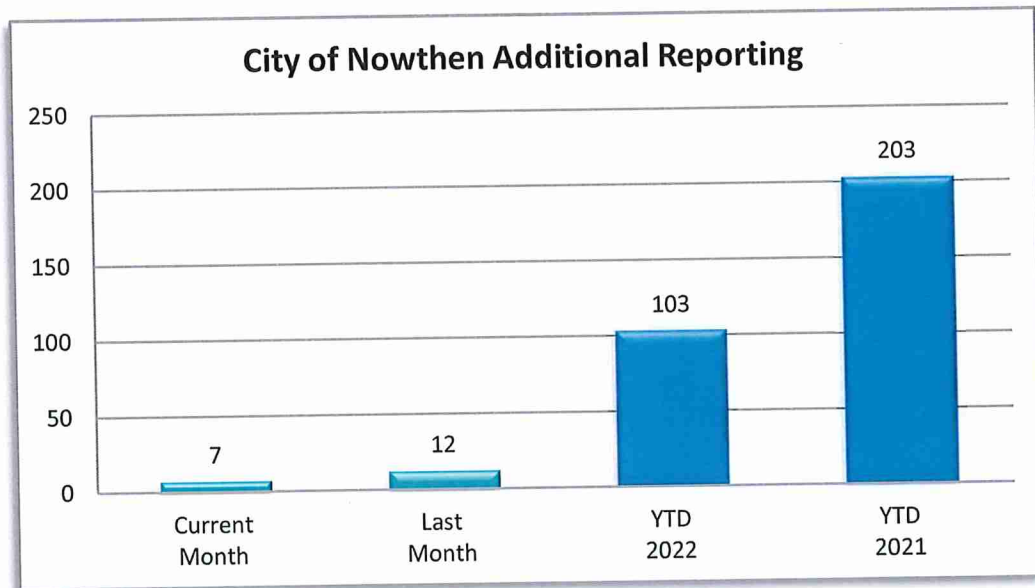
Closing

Time for the mayor and members of the council to ask questions.

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2022	YTD 2021
Call for Service	117	80	108	93	114	147	119	143	144				1,065	1,112
Burglaries	0	1	0	0	0	0	0	1	1				3	4
Thefts	4	2	1	0	1	1	0	3	3				15	24
Crim Sex Conduct	0	0	0	0	0	0	0	0	0				0	1
Assault	0	0	0	0	0	2	1	0	1				4	9
Dam to Property	0	1	2	0	1	0	1	2	0				7	7
Harass Comm	0	0	0	0	0	0	0	0	0				0	1
Felony Arrests	0	0	0	0	0	0	0	3	0				3	5
Gross Misd Arrests	0	0	0	0	1	0	0	0	2				3	1
Misd Arrests	0	0	2	0	0	2	2	4	2				12	11
DUI Arrests	1	0	1	0	0	0	0	1	1				4	4
Domestic Arrests	0	1	0	0	0	0	0	0	0				1	0
Warrant Arrests	1	0	0	0	3	1	1	2	2				10	12
Traffic Arrests	1	1	5	3	2	10	13	23	12				70	105



OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2022	YTD 2021
Bar None Facility	6	3	5	1	3	1	1	3	1				24	54
Alarms	1	2	4	1	0	2	3	0	1				14	29
Animal Complaints	0	1	4	4	0	2	3	1	1				16	23
Fire	1	0	1	0	0	0	0	0	0				2	7
MV Complaints	0	0	0	0	0	0	0	0	1				1	10
Medicals	9	5	8	0	2	3	1	8	3				39	65
Ordinance	0	0	2	2	1	2	0	0	0				7	15
2022 TOTALS	17	11	24	8	6	10	8	12	7	0	0	0	103	203

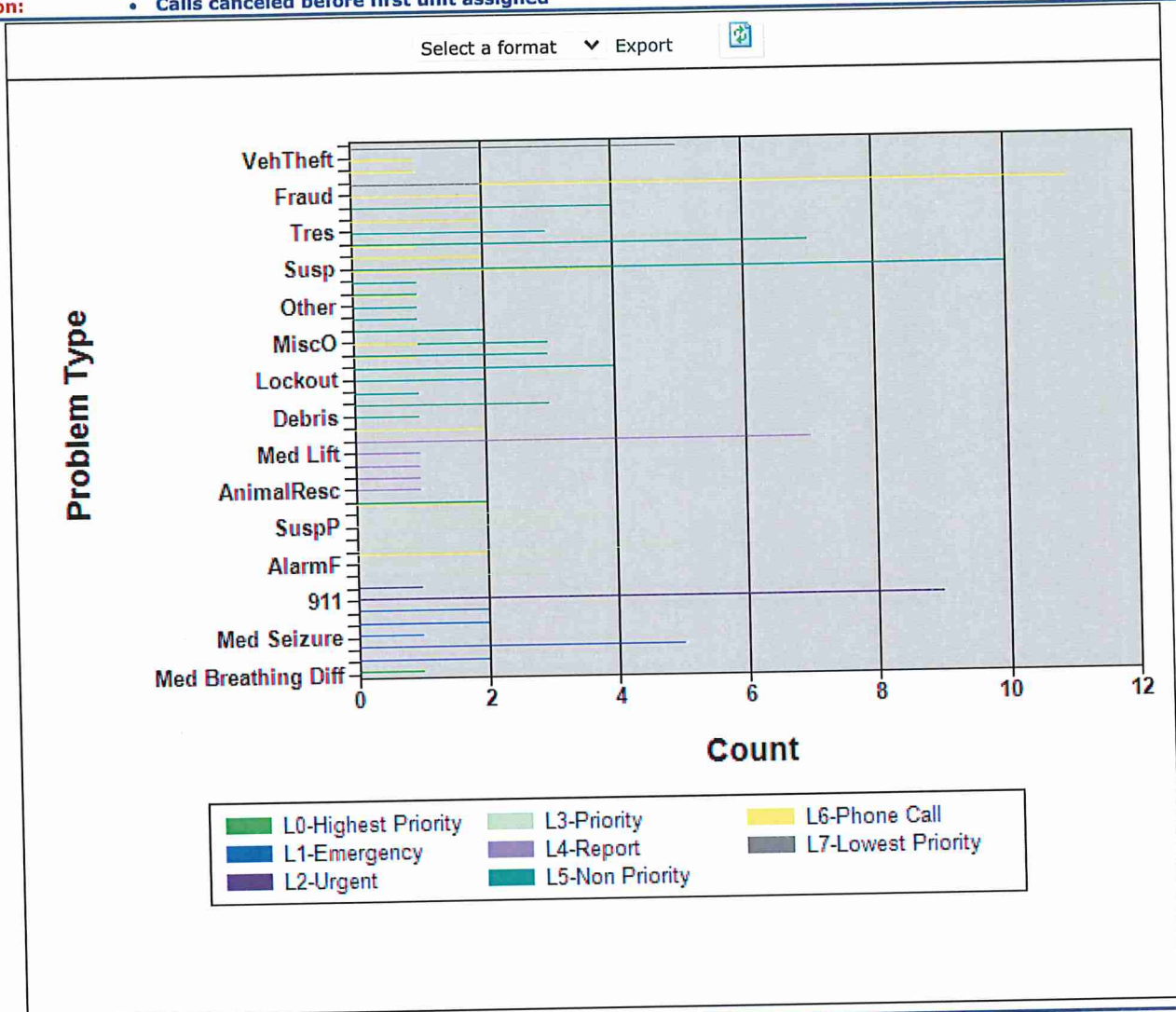


Problem Type Summary

8:31 AM 10/04/2022

Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	Nowthen Law
Day Range:	Date From 9/1/2022 To 9/30/2022
Exclusion:	• Calls canceled before first unit assigned



L0-Highest Priority	L3-Priority	L6-Phone Call
L1-Emergency	L4-Report	L7-Lowest Priority
L2-Urgent	L5-Non Priority	

Priority	Description
0	L0-Highest Priority
1	L1-Emergency
2	L2-Urgent
3	L3-Priority
4	L4-Report
5	L5-Non Priority
6	L6-Phone Call
7	L7-Lowest Priority

Problem Type	Priority								Total
	0	1	2	3	4	5	6	7	
911	0	0	9	0	0	0	0	0	9
Abandon	0	0	0	0	0	0	0	0	0
Abuse	0	0	0	0	0	0	0	0	0
AbuseP	0	0	0	0	0	0	0	0	0
AlarmB	0	0	0	3	0	0	0	0	3

VisiNet Browser : 21.102.194.8 - Problem Type Summary

AlarmCO	0	0	0	0	0	0	0	0	0
AlarmCOIll	0	0	0	0	0	0	0	0	0
AlarmF	0	0	0	1	0	0	0	0	1
AlarmFsmoke	0	0	0	0	0	0	0	0	0
AlarmHoldup	0	0	0	0	0	0	0	0	0
AlarmV	0	0	0	0	0	0	0	0	0
AlarmWF	0	0	0	0	0	0	0	0	0
Animal	0	0	0	0	1	2	2	0	5
AnimalResc	0	0	0	0	1	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0
Assault	0	0	0	0	1	0	0	0	1
AssaultP	0	0	0	0	0	0	0	0	0
Boat Assist	0	0	0	0	0	0	0	0	0
Bomb	0	0	0	0	0	0	0	0	0
BombP	0	0	0	0	0	0	0	0	0
Broadcast	0	0	0	0	0	0	0	0	0
Burg	0	0	0	0	1	0	0	0	1
BurgP	0	0	0	0	0	0	0	0	0
Civil	0	0	0	0	0	1	2	0	3
CivilP	0	0	0	0	0	0	0	0	0
CSC	0	0	0	0	0	0	0	0	0
Debris	0	0	0	0	0	1	0	0	1
Deer	0	0	0	0	0	3	0	0	3
Disorderly	0	0	0	0	0	0	0	0	0
Dom	0	0	0	5	0	0	2	0	7
DomP	0	2	0	0	0	0	0	0	2
Drugs	0	0	0	0	0	0	0	0	0
DUI	0	0	0	1	0	0	0	0	1
Dumping	0	0	0	0	0	0	0	0	0
Escort	0	0	0	0	0	0	0	5	5
ExPat	0	0	0	0	0	0	0	0	0
F Aircraft	0	0	0	0	0	0	0	0	0
F Assist	0	0	0	0	0	0	0	0	0
F CleanUp	0	0	0	0	0	0	0	0	0
F Collapse	0	0	0	0	0	0	0	0	0
F Dump	0	0	0	0	0	0	0	0	0
F Elec Smell	0	0	0	0	0	0	0	0	0
F Expl	0	0	0	0	0	0	0	0	0
F Gas In	0	0	0	0	0	0	0	0	0
F Gas Out	0	0	0	0	0	0	0	0	0
F Grass fire	0	0	0	0	0	0	0	0	0
F Illegal	0	0	0	0	0	0	0	0	0
F Misc	0	0	0	0	0	0	0	0	0
F Mutual Aid	0	0	0	0	0	0	0	0	0
F Oven	0	0	0	0	0	0	0	0	0
F Powerlines	0	0	0	0	0	0	0	0	0
F SmokeIn	0	0	0	0	0	0	0	0	0
F SmokeOut	0	0	0	0	0	0	0	0	0
F Structure	0	0	0	0	0	0	0	0	0
F Train	0	0	0	0	0	0	0	0	0
F Veh	0	0	1	0	0	0	0	0	1
F Water Rescue	0	0	0	0	0	0	0	0	0
Fight	0	0	0	0	0	0	0	0	0
Flood in	0	0	0	0	0	0	0	0	0
Flood out	0	0	0	0	0	0	2	0	2
Fraud	0	0	0	0	0	0	0	0	0
FraudP	0	0	0	0	0	0	11	2	13
FU	0	0	0	0	0	0	0	0	0
FW	0	0	0	0	0	0	0	0	0
Gun	0	0	0	0	0	0	0	0	0
Harass	0	0	0	0	0	0	0	0	0
Info	0	0	0	0	0	1	0	0	1
Liq	0	0	0	0	0	0	0	0	0
Lockout	0	0	0	0	0	2	0	0	2
LockoutP	0	0	0	0	0	0	0	0	0
MA	0	0	0	0	0	4	0	0	4

MASS	0	0	0	0	0	0	0	0	0
Med -	0	5	0	0	0	0	0	0	5
Med Alarm	0	0	0	0	0	0	0	0	0
Med Allergic	0	0	0	0	0	0	0	0	0
Med Assault	0	0	0	0	0	0	0	0	0
Med Bleed	0	0	0	0	0	0	0	0	0
Med Breathing Diff	1	0	0	0	0	0	0	0	1
Med Breathing Not	0	0	0	0	0	0	0	0	0
Med Choking	0	0	0	0	0	0	0	0	0
Med Drown	0	0	0	0	0	0	0	0	0
Med Electro	0	0	0	0	0	0	0	0	0
Med Fall	0	0	0	0	0	0	0	0	0
Med Heart	0	0	0	0	0	0	0	0	0
Med Hold	0	0	0	0	0	0	0	0	0
Med ILL	0	0	0	0	0	0	0	0	0
Med Info	0	0	0	0	0	0	0	0	0
Med Lift	0	0	0	0	1	0	0	0	1
Med OB	0	0	0	0	0	0	0	0	0
Med Priority	0	0	0	0	0	0	0	0	0
Med Seizure	0	1	0	0	0	0	0	0	1
Med Stab-Gunshot	0	0	0	0	0	0	0	0	0
Med Stroke	0	2	0	0	0	0	0	0	2
Med Uncon	0	0	0	0	0	0	0	0	0
Medex	0	0	0	0	0	0	0	0	0
Misc	0	0	0	0	0	3	1	0	4
MiscO	0	0	0	0	0	3	1	0	4
Mutual Aid Law	0	0	0	0	0	0	0	0	0
Noise	0	0	0	0	0	2	0	0	2
NoTag	0	0	0	0	0	0	0	0	0
Ord	0	0	0	0	0	1	0	0	1
Other	0	0	0	0	0	1	0	0	1
Park	0	0	0	0	0	0	0	0	0
PD	0	0	0	0	7	0	0	0	7
Person	0	0	0	0	0	0	1	0	1
PI	0	2	0	0	0	0	0	0	2
POR	0	0	0	0	0	0	0	0	0
Property	0	0	0	0	0	1	1	0	2
PW	0	0	0	0	0	0	0	0	0
REPO-TOW	0	0	0	0	0	0	0	0	0
RJ	0	0	0	0	0	0	0	0	0
RoadClosure	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
RobberyP	0	0	0	0	0	0	0	0	0
Shots	0	0	0	0	0	0	0	0	0
Slumper	0	0	0	0	0	0	0	0	0
StolenProp	0	0	0	0	0	1	0	0	1
Suicide	0	0	0	0	0	0	0	0	0
SuicideP	0	0	0	0	0	0	0	0	0
Susp	0	0	0	0	0	10	4	0	14
SuspP	0	0	0	3	0	0	0	0	3
Theft	0	0	0	0	0	1	2	0	3
TheftP	0	0	0	0	0	0	0	0	0
Threat	0	0	0	0	0	0	0	0	0
ThreatP	0	0	0	0	0	0	0	0	0
Traf	0	0	0	0	0	7	1	0	8
Tres	0	0	0	0	0	3	0	0	3
UNK	0	0	0	0	0	0	0	0	0
Unsecure	0	0	0	0	0	0	0	0	0
Vand	0	0	0	0	0	1	2	0	3
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	0	1	0	1
VehTheftP	0	0	0	0	0	0	0	0	0
Weapon	0	0	0	0	0	0	0	0	0
Weather	0	0	0	0	0	0	0	0	0
Welfare	0	0	0	0	0	4	0	0	4
WelfareP	0	0	0	0	0	0	0	0	0

10/4/22, 8:31 AM

WT

Total

VisiNet Browser : 21.102.194.8 - Problem Type Summary

0	0	0	4	0	0	0	0	4
1	12	10	17	12	52	33	7	144

[Go Back](#)

[Close](#)

Agenda Item # 5



September Fire Department Report

For the month of September 2022, the fire department responded to 15 incidents (13 less than the previous month) with an average response time of 11 minutes and 7 seconds (59-second increase from August). The average number of firefighters attending calls for service was 3.8. The fire department reports a \$2500 loss from fires during the month of September.

On September 4th, the fire department assisted Ramsey on a House Fire on the 17000 block of Garnet St. NW

On September 7th, the fire department responded to a vehicle fire on the 8300 block of Viking Blvd, resulting in a \$2500 loss to property.

On September 12th, the fire department assisted ACSO and Allina EMS with a single vehicle rollover accident on Viking Blvd at Jasper. Minor injuries were reported for this incident.

On September 18th, the fire department assisted ACSO and Allina EMS with a Motorcycle accident on Viking Blvd and Cleary Rd.

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Townhall
19800 Nowthen Blvd NW
Nowthen MN, 55330

6. Administrator Update

- a) Eric – 18th Anniversary 10/4/22
- b) Fall Recycling Day 10/15/22 8:00 am – 1:00 pm
- c) Planning Work Session with Planner Stockman and City council 10/20/22 at 5:30pm
- d) Update on Snow Plowing Plan

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Townhall
19800 Nowthen Blvd NW
Nowthen MN, 55330

7. Planning and Zoning a) No Agenda Items

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Townhall
19800 Nowthen Blvd NW
Nowthen MN, 55330

8. Old Business

a) Administrator's update of the Progress of Ordinance 2022-04
Regulating the Conduct of Lawful Gambling within the City of Nowthen.



REQUEST FOR COUNCIL ACTION

Agenda Item: 8b1	Department: Administration	Requested Council Meeting Date: October 11, 2022	Submitted By: Scot Lehner, City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX APPOINTING BERGANKDV AS AUDITOR FOR THE CITY OF NOWTHEN FINACIAL AUDITS FOR 2022, 2023, AND 2024

BACKGROUND AND SUPPLEMENTAL INFORMATION: Each year the City of Nowthen is required by law to engage an independent audit firm to audit its financial records. The city of Nowthen initiated an RFP to begin receiving bids from auditing firms for the Annual City Audit in July 2022. (See attached RFP) The RFP is asking for Audit services for fiscal years 2022, 2023, and 2024. The City of Nowthen has received one proposal from BergankDV. The recommendation (attached) from Finance Consultant Lori Yager is to accept the proposal from BergankDV/

SOURCE OF FUNDING: 100-41510-301. The 2023 budget for the City of Nowthen provides \$18,000.00 for auditing services. An additional amount of \$6,370.00 will be needed to cover total cost for 2022 audit. The additional needed funds will be taken from our reserve funds. The 2023, 2024 increase will be budgeted for.

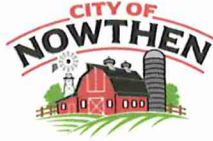
REQUESTED COUNCIL ACTION: MOTION AND SECOND AS PART OF THE AGENDA TO APPROVE RESOLUTION 2022-XX APPOINTING BERGANKDV AS THE CITY OF NOWTHEN AUDITOR FOR THE FISCAL YEARS 2022,2023, AND 2024 AND AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE PROPOSED AGREEMENT ON BEHALF OF THE CITY

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Townhall
19800 Nowthen Blvd NW
Nowthen MN, 55330

RESOLUTION No. 2022-XX

A RESOLUTION APPROVING THE APPOINTMENT OF BERGANKDV AS THE CITY OF NOWTHEN FINANCIAL AUDITOR FOR YEARS 2022, 2023, AND 2024.

WHEREAS the city of Nowthen is required by law to have an independent audit of its financial records annually; and,

WHEREAS the City of Nowthen has issued RFPs to five auditing firms: and,

WHEREAS the City of Nowthen received only one (1) response, submitted by BergankDV; and,

WHEREAS, Finance Consultant Yager, who prepared the RFP for the city, confirms that the proposal is in accordance therewith and furthermore, recommends entering into contract for years 2022, 2023 and 2024 with BergankDV.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. The City of Nowthen hereby appoints BergankDV as the City of Nowthen Auditor for years 2022, 2023 and 2024 not to exceed \$21,275.00 for 2022, \$22,125.00 for 2023 and \$23,000.00 for 2024 **AND** preparation of the financial statements not to exceed \$3,095.00 for 2022, \$3,200.00 for 2023 and \$3,300.00 for 2024.
3. All in costs not to exceed \$24,370.00 for 2022, \$25,325.00 for 2023 and \$26,300.00 for 2024.
4. The council hereby authorizes the mayor and city administrator to enter into contract with BergankDV for years 2022, 2023 and 2024.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 11th day of October 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

By: SCOTT LEHNER
Its City Administrator

9/27/2022

Request for Proposal for
Professional Auditing Services
For Fiscal Years Ending
2022, 2023, 2024

July 19, 2022

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- B. Schedule of Proposed Fees for City of Nowthen Audit
- C. Schedule of Proposed Fees for City of Nowthen Financial Statement Preparation
- D. Schedule of Current Audit & Accounting Service Hours

I. INTRODUCTION

A. General Information

The City of Nowthen is requesting two proposals from qualified firms of certified public accountants. The first is to prepare its financial statements for the fiscal years ending December 31, 2022, 2023, and 2024, (please complete attachment C). The second is to audit its financial statements for the fiscal years ending December 31, 2022, 2023, and 2024. This audit is to be performed in accordance with U.S. generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (July 2007), the provisions of the federal Single Audit Act of 1984 as amended, and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-profit Organizations, as applicable.

There is no expressed or implied obligation for the City of Nowthen to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, three (3) copies of a proposal must be received by Natalie Johnson, Finance Deputy Clerk, (Natalie@nowthenmn.net) 8188 199th Avenue NW, Nowthen, MN 55330 by 4:00 P.M. on September 16, 2022. The City of Nowthen reserves the right to reject any or all proposals submitted.

Proposals submitted may be evaluated by City Staff and City Council

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from responding firms, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City of Nowthen and the firm selected.

It is anticipated that the selection of a firm will be completed by October 13, 2022. Following the notification of the selected firm, it is expected a Letter of Engagement will be executed by November 10, 2022.

B. Term of Engagement

An initial 3-year contract is contemplated subject to annual review of price and performance, along with an option to renew for an additional 3-year period. The 3-year renewal option will be at the sole discretion of the City, with scope of services and pricing to be negotiated.

C. Subcontracting

Following the award of the audit contract, no subcontracting will be allowed without the express prior written consent of the City of Nowthen.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Nowthen is soliciting the services of qualified firms of certified public accountants to prepare and to audit its financial statements for the fiscal years ending December 31, 2022, 2023, and 2024. The audit is to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City of Nowthen desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of expenditures of federal awards if such audit is not triggered by the threshold of funding received by the City.

C. Auditing Standards to Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

- The auditing standards generally accepted in the United States of America.
- The standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, if applicable.
- The provisions of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
- The provisions of U.S. Office of Management and Budget (OMB) Circular A-133.
- The provisions of the Minnesota Legal Compliance Audit Guide for Local Government.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on the compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on compliance with applicable laws and regulations.

In the required report(s) on internal controls, the auditor shall communicate any control deficiencies found during the audit. A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies in internal control that is less than a material weakness, yet important enough to merit attention by those charged with governance.

The reports on compliance shall include all instances of noncompliance.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

The City Council.

E. Reporting to those charged with governance

Auditors shall assure themselves that the City of Nowthen's governing body is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Planned scope and timing of the audit
3. Significant findings from the audit

F. Special Considerations

1. The City of Nowthen may prepare one or more official statements in connection with the sale of debt securities which will contain the basic financial statements and the auditor's report thereon. The auditor shall be required, if requested by the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."

G. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of seven (7) years, unless the firm is notified in writing by the City of Nowthen of the need to extend the retention period. The auditor will be required to make working papers available, upon request.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Major Contact Person: The auditor's principal contact with the City will be Natalie Johnson, Finance Deputy Clerk (763-441-1347), Natalie@nowthenmn.net or a designated representative, who will coordinate the assistance to be provided by the City of Nowthen to the auditor.

B. Background Information:

- The City of Nowthen is located in Anoka County and serves an area of 35.1 square miles with a population of 4,529.
- The City of Nowthen's fiscal year begins on January 1 and ends on December 31
- The City is a Plan A form of government with an elected Mayor and four elected City Council members.
- The City provides the usual services to its citizens which include public safety; public works; public health; culture; recreation, and community development. The City also provides recycling services.
- More detailed information on the government and its finances can be found in the 2022 annual budget and 2021 Audited Financial Statements, which are available on the city's website.

C. Budgetary Basis of Accounting

The City prepares its budgets on a basis consistent with generally accepted accounting principles.

D. Federal and State Financial Assistance

During the fiscal year to be audited, the City does not expect to have expended in excess of \$750,000 of Federal assistance from various programs.

F. Magnitude of Finance Operations

The finance department is headed by Natalie Johnson, Finance Deputy Clerk. There are two additional full-time employees. The principal functions performed, and the number of employees assigned to each area, are as follows:

<u>Function</u>	<u>Number of Employees</u>
City Administrator	1
Finance Deputy Clerk	1
Office Assistant	1

IV. TIME REQUIREMENTS

A. Proposal Calendar:

Request for proposal issued	July 19, 2022
Due date for proposals	September 2, 2022, 4:00 p.m.
Interview Final Choices	September 6-14, 2022
City Council Approval	October 13, 2022

B. Notification and Contract Dates:

Selected firm notified	October 17, 2022
Engagement Letter executed	November 1, 2022

C. Schedule for Audits

The City will have all records ready for audit and all management personnel available to meet with the firm's personnel at a date that is mutually convenient. Each of the following should be completed by the auditor no later than the dates indicated.

1. Interim Work: The auditor shall complete interim work by the end of January.
2. Detailed Audit Plan: The auditor shall provide by the end of January, to the City, both a detailed audit plan, and a list of all schedules to be prepared by the City.
3. Fieldwork: The auditor shall complete all fieldwork by the end of April.
4. Draft Reports: The auditor shall have reviewed drafts of the audit report by the middle to end of May.

D. Date Final Report is Due

The selected firm shall prepare draft financial statements, notes and required supplementary schedules by the middle of May. The auditor shall provide all recommendations, revisions, and

suggestions for improvement to the City by the end of May.

The final auditor reports and five signed copies (and 1 copy in Adobe pdf format) should be delivered to the Finance Deputy Clerk by the beginning of June.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR & REPORT PREPARATION

A. Administration Department

The Finance Deputy Clerk and responsible personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of confirmations will be the responsibility of the City.

B. Work Area, Telephones, Photocopying, FAX Machine, and the internet.

The City will provide the auditor with reasonable work space, desks, and chairs. The auditor will also be provided with access to telephone lines, photocopying facilities and FAX machines.

C. Report Preparation

Report preparation, editing, and printing shall be either the responsibility of the City or the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Time will be made available to Audit Firms for an on-site visit should one be desired.
2. Inquiries: Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Natalie Johnson, Finance Deputy Clerk
8188 199th Avenue NW
Nowthen, MN 55303
Email:
Natalie@nowthenmn.net
Phone:
763-441-1927
www.cityofnowthen.com

3. Submission of Proposals: The following material is required to be received by September 2, 2022 for a proposing firm to be considered:

a. A master copy (so marked) of a Technical Proposal and two copies to include the following:

i. Title Page: Title page showing the request for proposals subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter: A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 60 days.

iv. Detailed Proposal: The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

b. Proposers should send the completed proposal to the following address or email address: Natalie@nowthenmn.net

City of Nowthen
8188 199th Avenue NW
Nowthen, MN 55330

B. Proposal

1. General Requirements

The purpose of the Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Nowthen in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be

presented, the following subjects, items No. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that is independent of the City as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards (July 2007).

The firms should also list and describe the firm's professional relationship involving the City or any of its agencies for the past five (5) years, together with a relative to performing the proposed audit.

In addition, the firm shall give the City written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional staff are properly registered and licensed to practice in Minnesota.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications, and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Minnesota. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, or other assigned staff may be changed if those personnel leave the firm, are promoted, or are assigned to another office; provided that the replacements have substantially the same or better qualifications or experience. The City retains the right to approve or reject replacements.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement

- c. Sample size and the extent to which statistical sampling is to be used in the engagement

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

- C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

2. Rates by partner, manager, supervisory and staff level times and hours anticipated for each. The dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in Attachment B, that supports the total all-inclusive maximum price.

3. All estimated out-of-pocket expenses to be reimbursed should be presented in the format provided in Attachment B. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

4. Rates for Additional Professional Services

If it should become necessary for the City to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month.

VII. EVALUATION PROCEDURES

Proposals submitted may be evaluated by Staff and City Council. The City Nowthen reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Minnesota.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the City
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work

2. Technical Qualifications

a. Expertise and Experience

1. The firm's past experience and performance on comparable government engagements
2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation

b. Audit Approach

1. Adequacy of a proposed staffing plan for various segments of the engagement
2. Adequacy of sampling techniques
3. Adequacy of analytical procedures
4. Price: Please complete Attachment B

C. Oral Presentations

During the evaluation process the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal.

D. Final Selection

The City Clerk/Treasurer may recommend to the City Council the appointment of a CPA firm judged to be most responsive and responsible proposer for the auditing services requested. The final decision with respect to the appointment will be made by the City Council.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City and the firm selected. The City of Nowthen reserves the right, without prejudice, to reject any or all proposals.

F. Current Audit and Accounting Service Hours

Attachment D includes what the city has paid its current auditor for the past two years audits. All proposals should include major hours of work performed for the audit. For additional information about hours and services to be performed, please contact the city clerk/treasurer.

ATTACHMENT A

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

ATTACHMENT B

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR
THE AUDIT OF THE FINANCIAL STATEMENTS**

	<u>HOURS</u>	<u>STANDARD HOURLY RATES</u>	<u>QUOTED HOURLY RATES</u>	<u>TOTAL</u>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
 SUBTOTAL	_____			_____
 TOTAL NOT-TO-EXCEED COST FOR THE 2022 AUDIT				_____
TOTAL NOT-TO-EXCEED COST FOR THE 2023 AUDIT				_____
TOTAL NOT-TO-EXCEED COST FOR THE 2024 AUDIT				_____

ATTACHMENT C

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR
THE COMPILATION OF THE FINANCIAL STATEMENTS**

	<u>HOURS</u>	<u>STANDARD HOURLY RATES</u>	<u>QUOTED HOURLY RATES</u>	<u>TOTAL</u>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
 SUBTOTAL	_____			_____
 TOTAL NOT-TO-EXCEED COST FOR THE 2022 COMP/FS PREP				_____
TOTAL NOT-TO-EXCEED COST FOR THE 2023 COMP/FS PREP				_____
TOTAL NOT-TO-EXCEED COST FOR THE 2024 COMP/FS PREP				_____

ATTACHMENT D

2019 Audit

Audit	\$8,749
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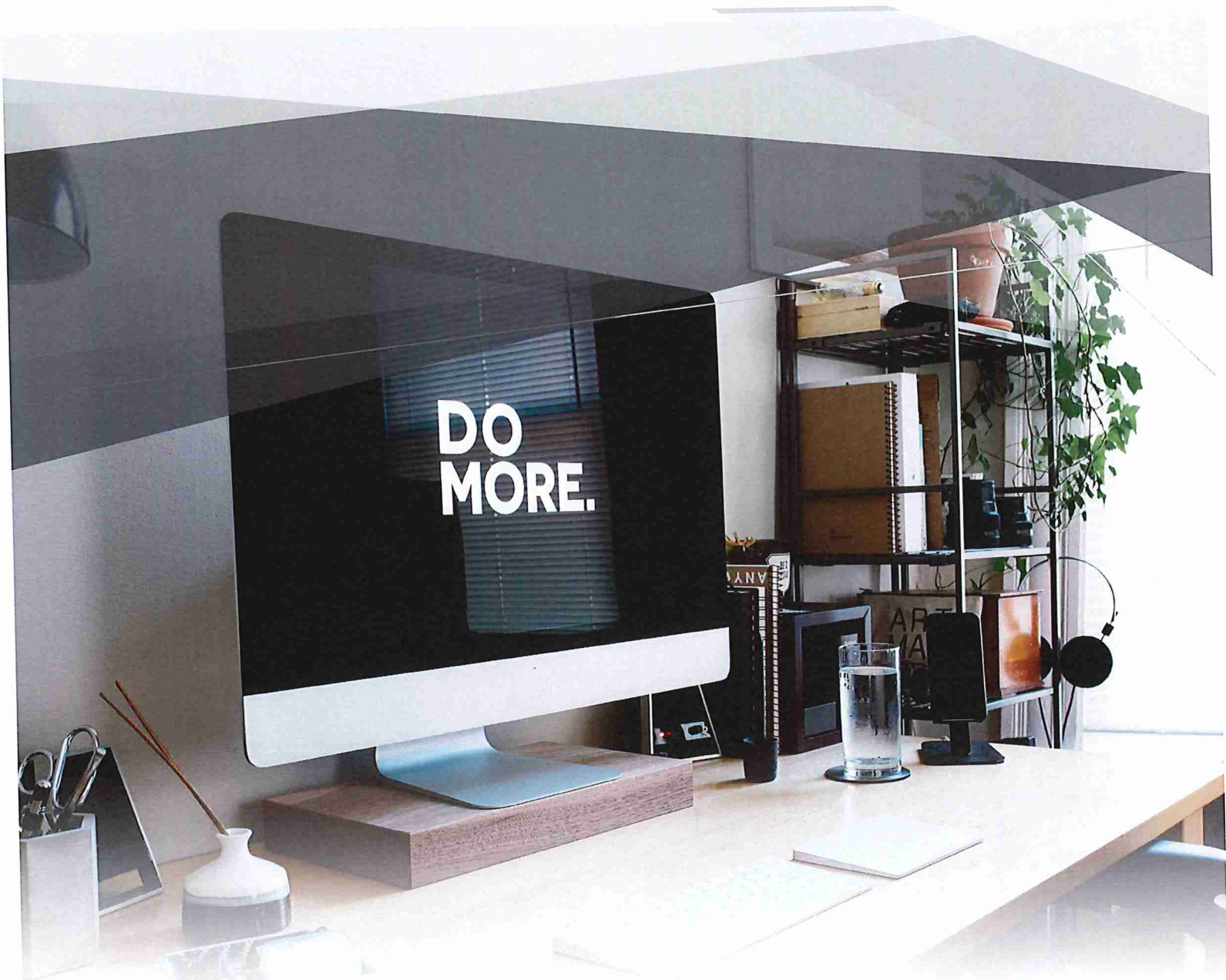
2020 Audit

Audit	\$9,650
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2021 Audit

Audit	\$8,950
-------	---------

Audit Hours - Should include basic audit and fieldwork procedures.



CITY OF NOWTHEN, MINNESOTA DOLLAR BID PROPOSAL FOR AUDIT SERVICES



CONTACT: ANDREW GRICE, CPA
3800 American Boulevard West, Suite 1000
952.563.6873
andrew.grice@bergankdv.com

bergankDV

EMPOWERING PEOPLE and CREATING A WOW EXPERIENCE FOR OUR CLIENTS.

BERGANKDV, LTD

Andrew Grice, CPA, Partner is entitled to represent BerganKDV, LTD, and empowered to submit a bid and authorized to sign a contract with the City of Nowthen, Minnesota.

ATTACHMENT A

PROPOSER WARRANTIES

- A. Proposer warrants that is willing and able to comply with State of Minnesota laws with respect to foreign (non-state) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:



Name (typed): Andrew Grice, CPA

Title: Engagement Partner

Firm: BerganKDV

Date: August 31, 2022

ATTACHMENT B

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE DECEMBER 31, 2022 FINANCIAL STATEMENTS**

<u>Position</u>	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quotes Hourly Rates</u>	<u>Total</u>
Partners	10	\$ 375	\$ 350	\$ 3,500
Managers	15	\$ 220	\$ 200	\$ 3,000
Senior	40	\$ 160	\$ 150	\$ 6,000
Staff	65	\$ 145	\$ 135	\$ 8,775
Subtotal	<u>130</u>			<u>\$ 21,275</u>
TOTAL NOT-TO-EXCEED COST FOR THE 2022 AUDIT				<u>\$ 21,275</u>
TOTAL NOT-TO-EXCEED COST FOR THE 2023 AUDIT				<u>\$ 22,125</u>
TOTAL NOT-TO-EXCEED COST FOR THE 2024 AUDIT				<u>\$ 23,000</u>

Single Audit fees will be negotiated separately if the City expends over \$750,000 in federal awards.

ATTACHMENT C

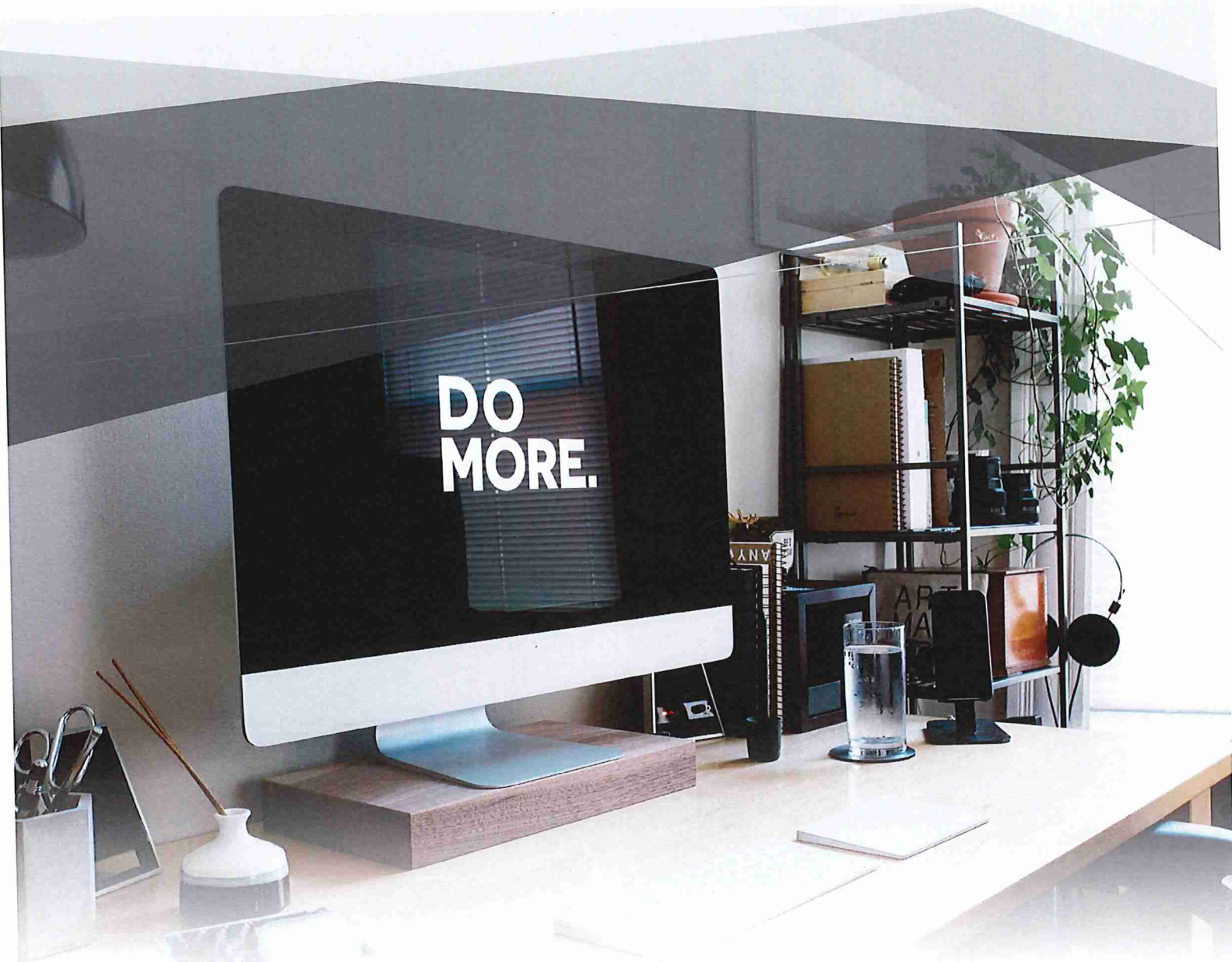
SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE PREPARATION OF THE DECEMBER 31, 2022 FINANCIAL STATEMENTS

Position	Hours	Standard Hourly Rates	Quotes Hourly Rates	Total
Partners	3	\$ 375	\$ 375	\$ 1,125
Managers	4	\$ 220	\$ 220	\$ 880
Senior	5	\$ 160	\$ 160	\$ 800
Staff	2	\$ 145	\$ 145	\$ 290
Subtotal	<u>14</u>			<u>\$ 3,095</u>
TOTAL NOT-TO-EXCEED COST FOR 2022				<u>\$ 3,095</u>
TOTAL NOT-TO-EXCEED COST FOR 2023				<u>\$ 3,200</u>
TOTAL NOT-TO-EXCEED COST FOR 2024				<u>\$ 3,300</u>

THANK YOU.

BERGANKDV.COM | 952.563.6873 | INFO@BERGANDKV.COM





CITY OF NOWTHEN, MINNESOTA TECHNICAL PROPOSAL FOR AUDIT SERVICES



CONTACT: ANDREW GRICE, CPA
3800 American Boulevard West, Suite 1000
952.563.6873
andrew.grice@bergankdv.com

bergankDV

EMPOWERING PEOPLE and CREATING A WOW EXPERIENCE FOR OUR CLIENTS.

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Additional Information:

Peer Review	
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TRANSMITTAL LETTER

Natalie Johnson, Finance Deputy Clerk
City of Nowthen
8188 199th Avenue NW
Nowthen, Minnesota 55303

Dear Ms. Johnson,

On behalf of BerganKDV, I am pleased to submit this proposal for compilation and audit services for the City of Nowthen, Minnesota. We appreciate the opportunity to bid these services and your consideration of our firm.

The attached proposal addresses the information you requested, including the unique qualifications of BerganKDV, the depth and breadth of the services we will provide your City, and our commitment to providing the highest-quality work through a process that is both efficient and effective.

Our services would include, but not be limited to, the following for years ending December 31, 2022 through 2024.

1. Performing an audit of the City in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and other federal, state, and local requirements, as applicable.
2. Providing an opinion on the City's basic financial statements and an "in-relation to" report on the supporting schedules.
3. Providing an opinion on the City's schedule of federal expenditures "in-relation to" the basic financial statements, as applicable.
4. Reviewing the City's financial statements and related note disclosures, and supplemental schedules information.
5. Reviewing, documenting, and providing recommendations on improving the City's internal control and financial operations.
6. Providing verbal and written guidance on new and ongoing Governmental Accounting Standards Board (GASB) Statements.
7. Meeting with City finance personnel and administration to review the financial statements and a draft of our letter of recommendations for improving the internal control and financial operations of the City.
8. Presenting the financial statements and communications letter to the City Council.
9. Providing bound copies of the report to the City for the Office of the State Auditor, including a searchable pdf of the report, and the communications letter.
10. Being available during the year to provide a wide range of consulting services and answer your questions as they arise.

Our Government Market team is located throughout BerganKDV offices. These individuals work only on our governmental entity clients. We have outlined your upper management team in the "Qualifications" section. In addition to these individuals, we will utilize associate level individuals. Some of our team members will be on-site to perform portions of your audit. We will use a mix of on-site and remote auditing. As further discussed in the Audit Approach section, we utilize Suralink, a workflow management software that improves efficiency by streamlining our audit request process.

We will work with your representatives to schedule specific fieldwork dates to ensure we are meeting your deadlines. The undersigned is a partner and is authorized to make representations for the firm. This proposal is a firm and irrevocable offer for the six-year period.

Sincerely,

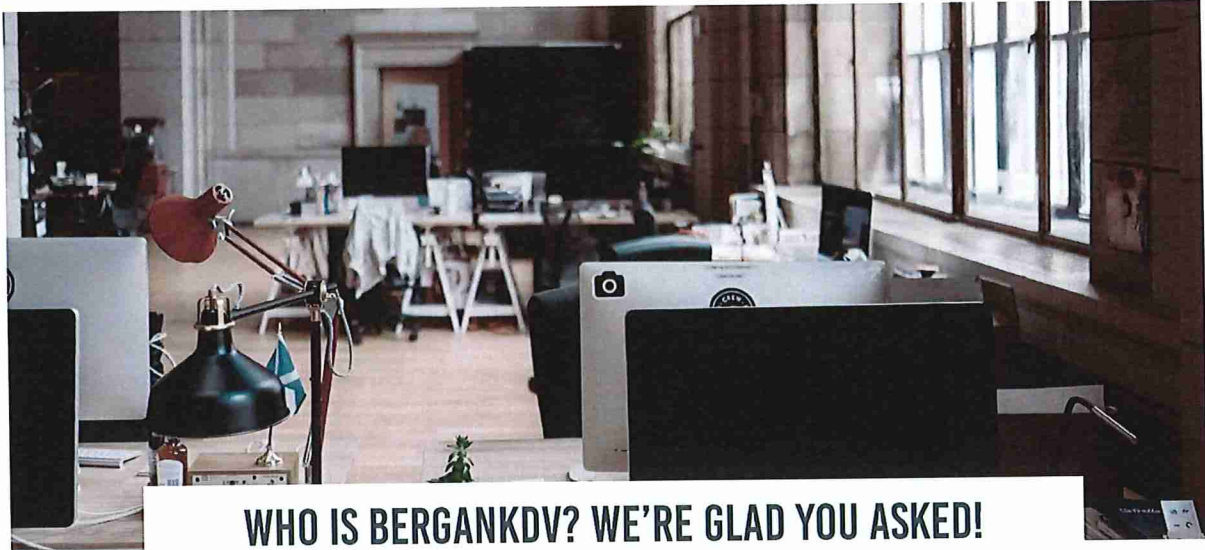
A handwritten signature in black ink, appearing to read "Andrew Grice". The signature is fluid and cursive, with a prominent initial "A" and a long, sweeping underline.

Andrew Grice, CPA
Partner
BergankDV, LTD
952.563.6862
andrew.grice@bergankdv.com

EXECUTIVE SUMMARY

Here are a few benefits of working with BerganKDV:

- **A Responsive Firm Who is there for You.** We believe we are your auditors not just at year-end but throughout the year. This means being there for you when issues arise, available when you need us and being responsive to your requests. We demonstrate this through same-day callbacks and in-depth research to get to the heart of your questions. We take a collaborative approach in all our interactions with you.
- **Effective Communication.** BerganKDV has set high internal standards for responding and communicating with our clients. Providing support exactly when and where you need it is the value our team brings. Your time is valuable; we will be clear and efficient in our communications, work to eliminate surprises and meet agreed-upon deadlines. We have a proven track record of performing client's requests based on their preferred timetable and delivering reports to our clients in advance of deadlines.
- **A Personalized Approach to the Audit.** Our audit process includes an annual planning meeting with you to discuss any challenges and changes in the City over the past year, and to build future strategies. We enjoy learning about your City and will work to understand your City from an overall operational standpoint. We are not afraid to "roll up our sleeves" and delve into the details of your operations. This allows us to personalize our audit approach each year, bring best practices, and be a resource for you when it comes to GASB and other reporting standards.
- **Value for Time and Fees Invested.** Receiving value for your fee investment is critical in City government. In addition to offering highly competitive fees, we work diligently to not incur fee surprises. We encourage frequent calls throughout the year, **always at no cost to you.** Our goal is to be your first call when you experience organizational challenges, and our current clients report that this has helped them save time, reduce costs, and build confidence when solving issues.
- **Government Finance Expertise.** Your audit firm needs to understand how municipalities operate and how the environment in which they function is regulated. Your audit firm also needs to understand the intricacies of these entities and how decisions that are made and affect the community. BerganKDV audit professionals are dedicated to your industry beyond the audit; we strive to be your trusted resource in all areas.
- **Innovative thinking and solutions driven.** When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do. We solve problems. Whether that problem is technology, financial or operations related, we will find a way to help.



We have an extensive background in working with clients through a strategic approach in all aspects; we do not just keep pace with the trends; we stay ahead of the curve. We explore new ways to reduce costs and operate more efficiently.

THE BACKSTORY

The history of our firm began in 1945, and since the beginning, BerganKDV has been firmly rooted in community. Today we are a Top 100 Firm, we operate in multiple states in nine different offices, employ over 450 experts, and service clients across the country. As we continue to grow, we acknowledge that we are not in the business to provide one-size-fits-all solutions. Every client is different – from business problems to personal preferences. We invest the time to understand your needs and customize our services and solutions to meet them. Our playbook consists of business advisory, tax, assurance and accounting, workforce management, technology, wealth management and turnaround management services. Sure, we offer a robust and competitive service portfolio and notable processes but what really makes us different? OUR PEOPLE.....

OUR PEOPLE

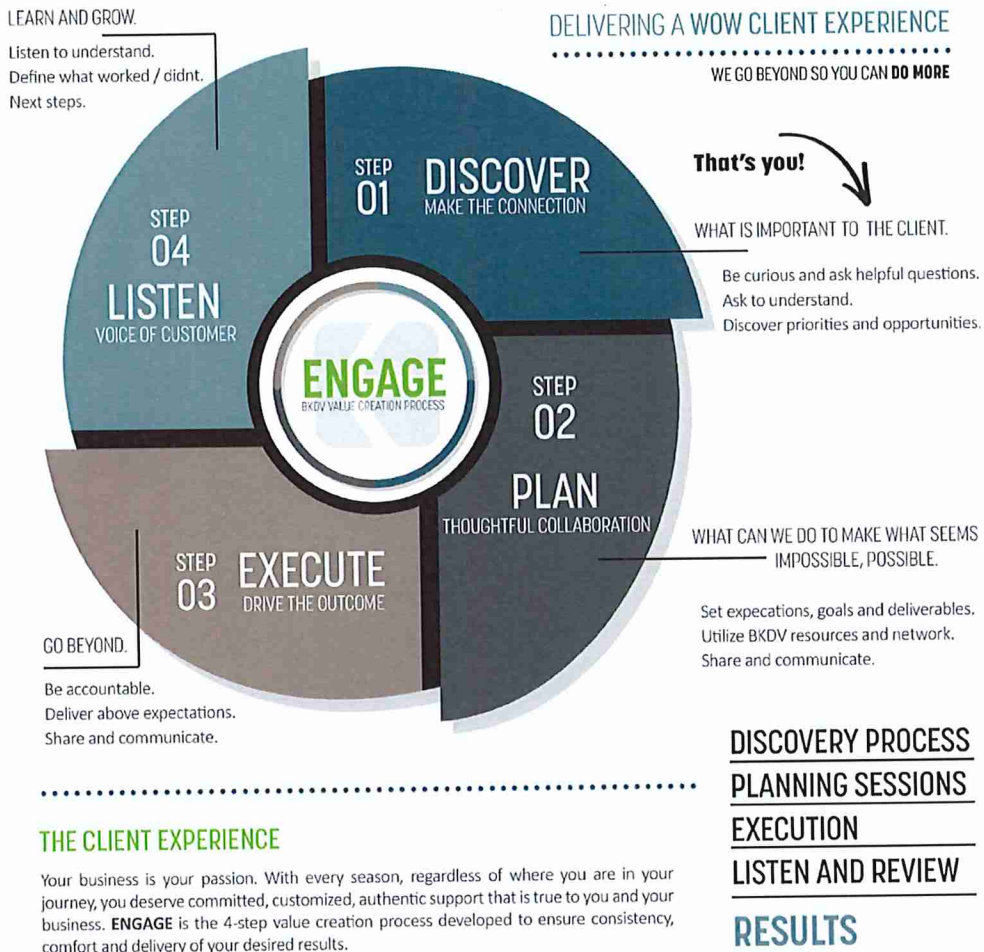
Relationships are at the core of everything we do, and our products and services are designed to meet the specific needs of our clients. When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do.

PERSONALIZED SERVICE

Our philosophy is to provide timely, quality services that exceed the expectations of our clients. Outstanding client service requires a successful team effort within our firm and with our clients. Providing outstanding service involves enthusiastic, dependable, and knowledgeable personnel who are responsible for knowing, understanding, and caring about our clients. Our firm believes that outstanding service is a continual process that is refined and enhanced with each client contact.

ENGAGE® | OUR PROVEN VALUE CREATION PROCESS

We have aligned our team around our core values and are driven in our commitment to help clients and team members achieve their potential. We help clients reach their goals by utilizing our value creation process. Results of this process have led to more robust client relationships – deeper trust, enhanced communication, and minimization of time for all. This process is a key component of our strategy in supporting and helping our clients further their organizations.



OUR BUSINESS LINES

BerganKDV has a strong bench of resources and expertise available based on needs of the client. This ensures the most effective and efficient results are delivered!



COMMUNITY SUPPORT

At BerganKDV, we believe in giving back. We support the organizations our people and clients are actively involved with. BerganKDV's culture promotes community involvement by providing employees with paid volunteer time off.

VISION AND VALUES

We are powered by people who do business the Midwest way delivering comprehensive business, financial and technology solutions. Our firm consists of highly talented individuals that put relationships before business deals and clients before profits. Our values drive our decisions.

OUR FOCUS AND OUR PROMISE

We continue to align BerganKDV team member core values and sense of purpose with our firm core values and mission. We hire towards our core values and manage performance through real time feedback corresponding to our core values. We have found that this work results in more open conversations at BerganKDV which impacts employee engagement and client care.



VALUE-ADDED SERVICES BEYOND THE AUDIT

Our goal is to be your first call when you experience organizational challenges. We believe this can occur only when a relationship is developed and nurtured through strong communication and a thorough understanding of your mission, programs, and operations. We are unwavering in our commitment to our clients and make it our mission to ask the right questions, listen actively, understand your expectations, and deliver results. You can expect a partnership with professionals who value trust, integrity, and relationships.

Extensive Governmental Auditing and Consulting Experience

With over **50 years of experience** serving the government community, we have a great appreciation for the unique issues and complexities that you face. We currently work with over 150 governmental entities, including cities, charter schools, school districts, colleges and universities, and other governmental entities, providing a wide array of services including accounting, auditing, and consulting services.

We are dedicated to **keeping informed** of significant developments in the government community and the impact of those developments on our clients. We accomplish this through formal training, including annual seminars, workshops and professional sponsored classes on governmental accounting, auditing, and reporting requirements. We are a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants. The Center maintains standards for quality control in governmental audits for CPA firms nationwide.

In addition, many employees of our firm are members and have participated as instructors and speakers at seminars. These presentations have included GASB implementations, auditing standards updates, levy process and related accounting, property taxes and general fund budget, budget issues related to the state budget deficit, accounting and finance policies and procedures and fraud.

Peer Review

Our firm is a member of the Private Companies Section of the AICPA Division for CPA Firms. This Division was founded in 1977 by the AICPA to promote CPA excellence and to provide a voluntary, objective means of monitoring adherence to professional standards. Each member firm is required to periodically subject its audit and accounting practice to a comprehensive quality review by specially trained outside CPAs. Our last such review was just performed recently, and we received a clean report on our practices and methods. A copy of our last peer review report is included in the Additional Information.

Assistance with Certificate of Achievement

Our firm is very familiar with the requirements necessary to obtain the Certificate of Achievement. We currently assist several of our clients with preparation of their comprehensive annual financial report to meet the criteria for GFOA's Certificate of Achievement for Excellence in Financial Reporting. We assisted several of these clients with their initial application, and all were successful on their initial and all subsequent submissions.

CERTIFICATIONS AND INDEPENDENCE

We recognize when we audit a governmental entity, we are required to be familiar with certain rules, regulations, and requirements and, as a firm we are required to meet certain requirements. In that regard, we make the following affirmations:

- Our firm meets the independence requirements relating to the City, its agencies and component units as defined by auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.
- Our firm and all assigned key professional staff are properly licensed to practice in the State of Minnesota.
- Our firm is a member of the American Institute of Certified Public Accountants and the Minnesota Society of Certified Public Accountants.
- Our firm has never had a report rejected or classified as substandard by any state or federal agency, or by the Government Finance Officers Association.
- Our firm has never had and currently does not have any pending disciplinary actions or investigations for alleged improper, fraudulent, disreputable, or unfair activities against our firm with state regulatory bodies or professional organizations.
- We accept the professional obligation concerning the American Institute of Certified Public Accountants Interpretation 501-3 "Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits."
- Our professional personnel have received adequate continuing education to follow *Government Auditing Standards* and have received adequate continuing professional education over the past two years.
- Our firm is an equal opportunity employer and does not discriminate in employment of persons upon the basis of race, color, creed, national origin, sex, age, or physical handicap, and have an affirmative action plan in place.
- We do not expect any potential audit problems and are not aware of any conflicts of interest about any work performed by the firm for the City.
- We acknowledge and have adequate personnel to comply with the audit schedule provided in the request for proposals.

CLIENT REFERENCES AND EXPERIENCE

A few of our municipality clients serviced by your team are listed below and we encourage you to contact them.

Andrea Worchester
 City of Ham Lake, Minnesota
 763.235.1668
 Audit 150 Hours
 2007-2011, 2018-present
 Engagement Partners:
 Matt Mayer, Andrew Grice

Adam Flaherty
 City of Otsego, Minnesota
 763.235.3161
 Audit 140 Hours
 2013 to Present
 Engagement Partners:
 Nancy Schulzetenberg, Andrew Grice

Laren Wickham
 City of Oak Grove, Minnesota
 763.404.7075
 Audit 200 Hours
 2008 to Present
 Engagement Partners:
 Matt Mayer, Andrew Grice

Over the past year, BergankDV has served as independent auditor or consultant for many Cities and Townships as listed below. Audit clients awarded the GFOA Certificate of Excellence in Financial Reporting are identified with an asterisk.

Cities and Townships

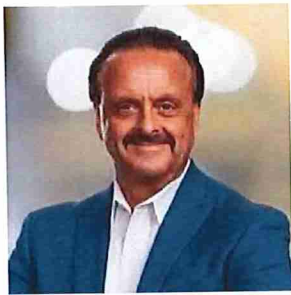
Population (0-2,000)	Population (2,001-5,000)	Population (5,001-15,000)	Population (15,001<)
Bock, MN	Ashland, NE	Baxter, MN	Albert Lea, MN
Clear Lake, MN	Becker, MN	Big Lake, MN	Brooklyn Park, MN*
Clearwater, MN	Bennington, NE	Cold Spring, MN	Cottage Grove, MN*
Cyrus, MN	Cascade, IA	Corcoran, MN	Crystal, MN*
Eden Valley, MN	Deephaven, MN*	Dayton, MN	Eden Prairie, MN*
Freeport, MN	Elko New Market, MN	Falcon Heights, MN*	Elk River, MN*
Hilltop, MN	Greenfield, MN	Fergus Falls, MN*	Faribault, MN*
Maine Prairie Township, MN	Hanover, MN	Gretna, NE	Forest Lake, MN*
Millerville, MN	Haven Township	Ham Lake,, MN	Hastings, MN*
Richmond, MN	Park Rapids, MN	Independence, IA	La Vista, NE*
Silver Bay, MN	Princeton, MN	LeSeuer, MN	Maplewood, MN*
Watkins, MN	Princeton Township, MN	Mendota Heights, MN	Marshall, MN
Waverly, MN	Rockford Township, MN	Oak Grove, MN	New Brighton, MN*
	Rockville, MN	Osseo, MN	North Liberty, IA
	Two Harbors, MN	Otsego, MN*	Papillion, NE*
		Sauk Rapids, MN	Richfield, MN*
		St. Joseph, MN	St. Cloud, MN*
		Wyoming, MN	Sartell, MN
			Woodbury, MN*

DEDICATED SERVICE TEAM

BerganKDV has a personalized team of professionals to meet your unique needs. Your BerganKDV team has extensive experience working with governmental organizations. This translates into a greater ability to understand your unique organization.

LEADERSHIP TEAM

First, all governmental clients will interact with a member of the Government Market's leadership team at least annually. There is no charge to our clients for these meetings. These individuals are instrumental in ensuring that our clients are receiving "WOW" service and having all their needs met.



MICHAEL E. DUSCHER, GOVERNMENT CONSULTING LEADER

Role and Experience: Mike serves clients in the government sector. He is responsible for growing the client base in the government market by building relationships with potential clients and working with them to help solve pain points they are experiencing in their business operations.

Mike received his bachelor's degree in organizational communication and sociology. He is involved with Northern Voices, a nationally recognized school for deaf and hearing of children and Crescent Cover Respite & Hospice Home for Kids.

DEDICATED SERVICE TEAM (CONTINUED)

ENGAGEMENT TEAM

Below are resumes of the team that will be assigned to your engagement. Your engagement team will consist of an Engagement Partner, an Audit Manager and one to two additional staff auditors. A partner or manager will be on-site for most of the audit to ensure that our staff are provided direction and leadership.



ANDREW GRICE, CPA, ENGAGEMENT PARTNER

Education: Bachelor of Science in accounting from St. Cloud State University, graduated Cum Laude

Experience, Professional and Civic Activities:

- Thirteen years of experience with financial reporting in accordance with GAAP, ACFR requirements, analysis of internal control, performing audits of financial statements and single audits in accordance with OMB Circulars and Uniform Guidance.
- Responsible for the planning, fieldwork and reports for numerous audits of cities, school districts, charter schools, and other government entities.
- Attends continuing education, workshops and conferences on city and school district accounting and reporting requirements on an annual basis that qualifies as “yellow book” continuing professional education and on governmental and single audit accounting, auditing and reporting
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process.
- Presents audit reports, financial statements, and communications letters to management, school boards and city councils.
- Instructor for the Minnesota Municipal Clerks Institute Fund Accounting and Budgeting course.
- Instructor for the Government Finance Officers Association Intermediate Governmental Accounting course.
- Develops internal training for BerganKDV government auditors.
- Certified Public Accountant, licensed to practice in the State of Minnesota
- Minnesota Society of Certified Public Accountants
- American Society of Certified Public Accountants
- Minnesota Association of School Business Officials
- Government Finance Officers Association

DEDICATED SERVICE TEAM (CONTINUED)



NANCY SCHULZETENBERG, CPA, CONCURRING AUDIT PARTNER

Education: Bachelor of Science in Accounting from Mankato State University, graduated Summa Cum Laude

Experience, Professional and Civic Activities:

- Twenty-five+ years of experience in auditing governmental and nonprofit entities
- Member of the Quality Control Committee for our firm
- Appointed by the Commissioner of Education to serve as a member of the Minnesota Department of Education's Advisory Committee on Financial Management, Accounting and Reporting
- Member of the Special Review Committee of the Government Finance Officers Association whose purpose is to review Comprehensive Annual Financial Reports to determine eligibility for the Certificate of Achievement for Excellence in Financial Reporting
- Presenter at the Minnesota Association of School Business Officials Annual Conference, the Central Minnesota Educational Research & Development Council's Annual Conference, the MN Government Finance Officer's Association's Annual Conference, and BerganKDV sponsored seminars
- Instructor at the Minnesota Association of School Business Officials Institute and the Minnesota Association of School Business Officials Certification Program
- Member of Minnesota Society of Certified Public Accountants, American Institute of Certified Public Accountants, Minnesota Association of School Business Officials, and Government Finance Officers Association
- Member of the Finance Committee at Holy Family School, Albany and Seven Dolores Church, Albany
- Treasurer of the Albany Dance Team Booster Club

DEDICATED SERVICE TEAM (CONTINUED)



AARON DAHL, CPA, AUDIT MANAGER

Education: Bachelor of Arts Degree in accounting and finance from Augsburg University, graduated Cum Laude

Experience, Professional and Civic Activities:

- Five years of experience with financial reporting in accordance with GAAP, ACFR requirements, analysis of internal control, performing audits of financial statements and single audits in accordance with OMB Circulars and Uniform Guidance.
- Seven years of experience as pension analyst with the Minnesota Office of State Auditor examining financial reporting of Minnesota public pensions plans
- Responsible for the planning, fieldwork and reports for numerous audits of cities, school districts, charter schools, and other government entities.
- Manager for numerous fire relief association audits or agreed upon procedures
- Provides consultative guidance and assistance with local government accounting process
- Attends continuing education, workshops and conferences on city and school district accounting and reporting requirements on an annual basis that qualifies as “yellow book” continuing professional education
- Attends workshops on governmental and single audit accounting, auditing and reporting on an annual basis
- Financial statement and communication letter preparation
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process
- Certified Public Accountant, licensed to practice in the State of Minnesota
- Minnesota Society of Certified Public Accountants
- American Institute of Certified Public Accountants

DEDICATED SERVICE TEAM (CONTINUED)

Office Performing Audit

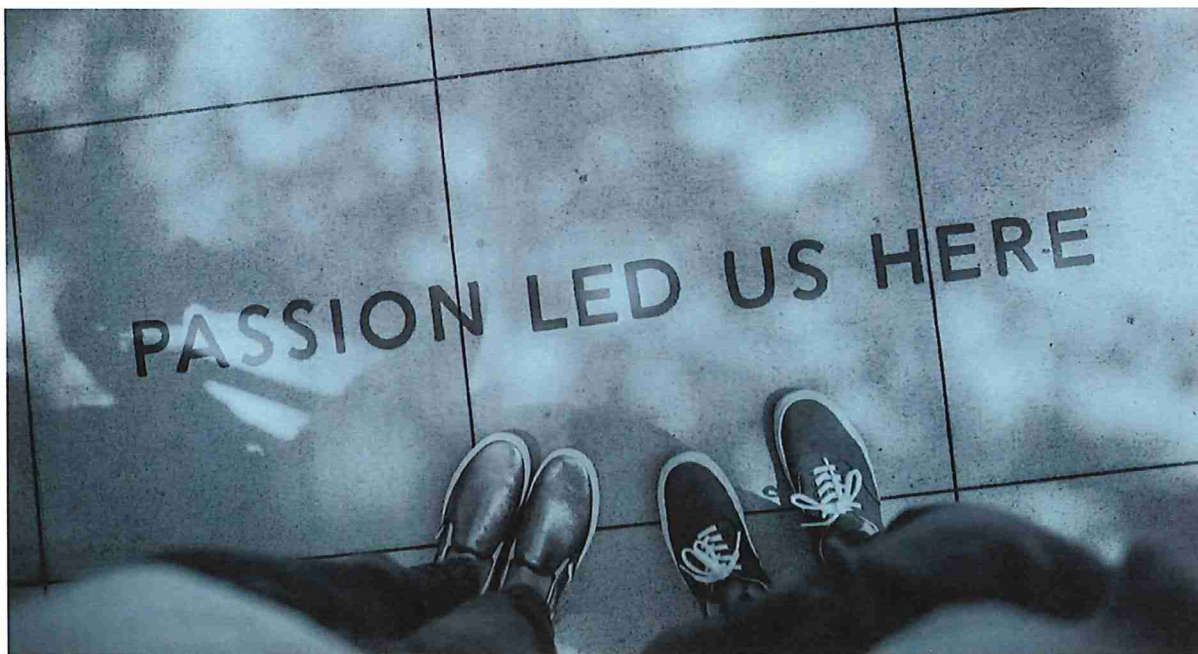
As mentioned earlier in the Letter of Transmittal, our governmental team is located throughout BergankDV's offices. This team consists of 4 audit partners, 4 audit directors\managers, 1 director of consulting, 3 supervisors, 3 seniors and 3 associates and 3 interns, all that primarily focus on governmental entities. In addition, we have another partner, a director, a manager, two seniors and five associates that all have experience working on governmental audits.

Commitment to Staff Continuity and Training

To keep continuity and efficiencies high, we believe that consistent team members are advantageous for both our firm and your organization. We pride ourselves on maintaining the right balance of continuity on each of our engagements to ensure a "fresh" look at the annual audit process. Rotation of senior level staff only occurs after the merits of such rotation have been discussed and approved by your organization.

Independence

Our firm has no conflict of interest regarding any other work performed by our firm for your organization. Our firm meets the independence requirements relating to your organization as defined by auditing standards generally accepted in the United States of America. We annually review independence related to all our client relationships as part of our internal control compliance process.



AUDIT APPROACH AND TIMELINE

OUR GOAL FOR YOU IS TO CREATE VALUE AND TO MINIMIZE SURPRISES. We do this through a specific, well planned audit. What makes BerganKDV unique from other firms is that we continually improve our audit process beyond what is expected by our profession. A few of the BerganKDV advantages:

- **Collaborative Audit Process.** We see the audit process as a joint effort with you and BerganKDV. We want to work together to make it as painless as possible.
- **A comprehensive view of the City's financial health.** Through our extensive government experiences, we understand a City's health is not only about the finances. The vision, mission and programming provide the blueprint for the City's direction. We review this information in relation to the financial statements and provide our observations based on a comprehensive view of the City's health.
- **Technology resource on internal controls.** Technology experts from the BerganKDV Technology Group can assist in evaluating your technology controls. Their expert advice has proven to be a valuable resource as they answer technical questions and offer specific recommendations.
- **Supervisors, managers and partners on-site.** The involvement of our supervisors, managers and partners in the field is essential to being a trusted partner and delivering an exceptional client experience. We believe it is important to be on-site and available to answer questions. This also allows our managers and partners to review documentation throughout the process.
- **Meeting communications.** Our presentations are designed to capture information that is useful and meaningful. Our presentations are focused on audit results, trends, and other information relevant to your City and related entities, not details of the financial statement amounts.

Beyond Expectations

BerganKDV takes a four-phased audit approach that gets results by:

- Leveraging what is working well.
- Focusing on pre audit planning, collaboration, and communication.
- Staying accountable to a schedule.
- Meeting with you and your team to ensure every detail has been finalized and the audit is complete.
- Exchanging information regarding our performance, opportunities to enhance experiences and future strategic opportunities.

AUDIT APPROACH AND TIMELINE (CONTINUED)

Our audits are designed to focus our energy and our audit tests on the areas of your operations that contain the most risk. This equates to a better product for the City.

PHASE ONE – INITIAL PLANNING AND PROGRAM DEVELOPMENT

Our main objective is to get to know the City as a resident or employee would. We want to understand not only your finances, but also your operational goals and objectives. What makes you City unique? How can that knowledge help us perform the best audit possible? When those questions are answered, we know we achieved our goal for Phase One.

During this phase, we gather the information we need to create an effective audit program and make preliminary judgments of materiality. Highlights include:

- Reviewing your internal control documents and interviewing your key employees and representatives to gain operational information.
- Discussing your goals, objectives, and the current challenges facing your operations; those are then shared across your BergankDV team and incorporated into our audit plan.
- Obtaining population sizes ranging from 25-60 for certain transactions-based finance systems and selecting which transactions we will test for internal control and compliance testing. Selections will be based on our data analysis results, analyzing transactions on a risk-based level.
- Obtaining your current financial reports and budgets and perform overall analytical review procedures.
- Obtaining applicable City organizational charts, policies, bond documents, leases, and other legal contracts.
- Reviewing with your staff our audit documentation requests. **We audit and request information that is used internally by your staff to manage operations, we do not require specific templates to be used.**

We will work with the management team to determine the preferred means of communication, whether phone or email. In addition, we utilize Suralink, a workflow management software that improves efficiency by streamlining our audit request process. The simple interface includes team assignments and deadlines, so there are no misunderstandings on expectations.

Our audit process incorporates automated audit tools (Knowledge Coach) and work papers to provide our clients with timely information and effective and efficient audits. In addition, we use CCH's TeamMate Analytics, an Excel add-on used to extract and analyze data quickly and efficiently. We also subscribe to various benchmarking and data analysis providers.

Hours: Partner – 1, Manager – 1, Supervisory Staff – 5, Staff – 1 Hours

***Your Expected Role:** Provide BergankDV with policies, internal control documents and a preliminary trial balance; provide contact information for all board members and staff so we may set up appointments/interviews with selected representatives; begin to gather documentation for fieldwork.*

AUDIT APPROACH AND TIMELINE (CONTINUED)

PHASE TWO – AUDIT PROGRAM EXECUTION

Project execution is performing the procedures outlined in your audit plan as developed in Phase One. Our audit procedures will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. We will discuss potential ideas and best practices with your personnel relating to our recommendations for improving internal control, procedures and compliance with laws and regulations. Any issues identified, proposed audit adjustments, or other recommendations will be discussed with management throughout the execution of our audit procedures. We perform test work with as little disruption as possible to City staff's regular duties.

Highlights of this phase include:

- Auditing year-end account balances, testing internal control, assessing compliance to determine if your systems and controls are functioning as designed.
- Using sampling techniques to test areas including transactions, internal controls and legal compliance using the scope mandated by the Office of the State Auditor. Sample sizes range from 25-60 based on our risk assessment.
- Using IDEAS data mining software, we look for trends and anomalies in your payroll, vendor payment, and cash receipts process.

Hours: Partner – 1, Manager – 2, Supervisory Staff – 30, Staff – 64

Your Expected Role: Be available to answer questions during scheduled audit fieldwork, provide audit workpapers or reconciliations with documentation that is reasonable and reviewed during Phase One.

PHASE THREE – POST-AUDIT CRITIQUE AND EXIT CONFERENCE

This phase of the audit includes reviewing all the components of the financial statements and prepare the communications letter and relevant financial trend data for the Board presentation. Finally, opinions on the financial statements, Government Auditing Standards and Single Audit, if required, will be prepared.

We will then present this information to management allowing you time to review the financial statement reporting package including the draft financial statements and any internal control findings or recommendations that arise during the audit. This phase allows you time to assess, discuss and develop a corrective action plan, if needed.

Hours: Partner – 7, Manager – 12, Supervisory Staff – 5

Your Expected Role: Review preliminary reports to provide BergankDV with input and feedback.

AUDIT APPROACH AND TIMELINE (CONTINUED)

PHASE FOUR – PRESENTATION OF AUDIT REPORT

The final phase of the process is the presentation of the reports to the City Council. The presentation provides the governing body with information about the year's financial activity compared to past trends and expected results. We also provide other relevant and interesting observations relating to your financial statistics that will help provide the governing board with a deeper understanding of your operations. We understand all organizations have individual needs and we look forward to getting your feedback on graphs and statistics.

Hours: Partner – 1

Professional standards require that we provide you with information regarding the auditor's responsibility under generally accepted auditing standards, significant accounting policies, accounting estimates and management judgments, significant audit adjustments, other information in documents containing audited financial statements, disagreements with management, consultation with other auditors, major issues discussed with management prior to retention as auditors and difficulties encountered in performing the audit. We will provide this information in written form via the communications letter and will discuss with administration during the review of the preliminary audit report.

Your Expected Role: Provide BergankDV with information and feedback for presentation preferences.

PANDEMIC RESPONSE

Our government audit team has completed its third full season of predominantly remote auditing for our 12/31/2019, 6/30/2020 and 12/31/2020, and is now entering our fourth. In total our firm has completed several hundred audits using this approach.

The Suralnk portal described earlier, provided a secure portal as well as a "scorecard" for all stakeholders to track audit progress. Microsoft Teams videoconferencing and chat features allowed for communications within the team and with our clients in a way that minimized the loss of personal interactions.

While we look forward to a more "normal" future, at BergankDV we have the proven tools to ensure no disruption to your audit schedule despite the pandemic-related challenges.

FEE INFORMATION

Our fees for the services are based on the amount of time and the level of experience of the individuals who perform the services. In addition, we assume that the City's accounting personnel will provide the appropriate workpapers, documents, schedules, and clerical assistance and will prepare the financial statements, notes and other comprehensive annual financial report sections, and that we will not encounter any significant or unusual circumstances which will affect the scope of our engagement, and no significant changes to the City's operations will occur. However, if situations arise which affect the scope of the engagement, we will discuss them with you prior to incurring the additional cost. **At no time will we bill the City for extra time or charges unless we have verbal communication regarding the issues, your options, and an agreement for additional fees.**

Billing and Collection Expectations

Our fees are due as services progress and are generally billed at the completion of each phase of the audit. These invoices are payable on presentation. Invoices are delinquent if not paid within 60 days.

Off-season Communication

We encourage questions throughout the year and ask our clients to submit to us their monthly financial statements and board of director minutes, so we can stay abreast of their operations, and identify/resolve any issues prior to year-end. We will not invoice additional amounts unless substantial research or work is required, in which case, we will discuss the scope of any additional work and proceed only after we have reached a mutually agreeable fee arrangement.

Out of Scope Professional Services

We do not surprise bill. If during our engagement you request additional services which require more than a minimum amount of time, we will provide an engagement letter with the fees and services specified, only after we have verbal communication and agreement. Additional special projects and consulting requested during the year will be billed at an hourly rate commensurate with the level of experience required.

PEER REVIEW



Report on the Firm's System of Quality Control

March 12, 2021

To the Partners of BerganKDV, LLC
and the Peer Review Committee of the Minnesota Society of CPAs.

We have reviewed the system of quality control for the accounting and auditing practice of BerganKDV, LLC (the firm) in effect for the year ended March 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitation of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including compliance under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Fort Smith | Little Rock | Rogers | Russellville | LandmarkCPAs.com
Accounting. Consulting. Insights.

PEER REVIEW [CONTINUED]

The Partners of BergankDV, LLC
and the Peer Review Committee of the Minnesota Society of CPAs
Page Two

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of BergankDV, LLC in effect for the year ended March 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)*, or *fail*. BergankDV, LLC has received a peer review rating of *pass*.

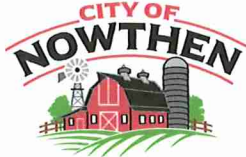

Certified Public Accountants

Little Rock, Arkansas

THANK YOU.

BERGANKDV.COM | 952.563.6873 | INFO@BERGANDKV.COM





REQUEST FOR COUNCIL ACTION

Agenda Item: 8b2	Department: Administration	Requested Council Meeting Date: October 11, 2022	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT TO PURCHASE AND INSTALL NEW SIGNS FOR THE FRISBEE GOLF COURSE AND PARK.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The mayor and city council has authorized Administrator Lehner and Council Member Greenberg to inventory sign needs for the frisbee golf course and the park signs in Twin Lakes Park.

Attached are pictures of 33 signs including copy, color, size, and composition. The total cost would be \$1905.00 excluding sales tax. The recommendation is to unify the color of all the park signs and add the cities logo to the signs.

SOURCE OF FUNDING: 404-45404-520, From park capital funding

REQUESTED COUNCIL ACTION: MOTION AND SECOND AS PART OF THE CONSENT AGENDA TO APPROVE RESOLUTION 2022-XX AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT TO PURCHASE AND INSTALL SIGNS FOR THE FRISBEE GOLF COURSE AND TWIN LAKES PARK.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Town Hall
19800 Nowthen Blvd NW
Nowthen MN, 55330

RESOLUTION No. 2022-XX

A RESOLUTION AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT TO PURCHASE AND INSTALL NEW SIGNS FOR THE FRISBEE GOLF COURSE AND TWIN LAKES PARK.

WHEREAS, the city council desires to improve the frisbee golf course and the signage in twin lakes park; and,

WHEREAS, quotes have been solicited for 33 signs for this purpose including sign, size, composition, color and installation to include one unified color and the city logo.;. And,

WHEREAS, Extreme Graphics a local company, has provided a quote for such work in the amount of \$1,905.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. The mayor is authorized to execute an agreement to purchase and install signs as set forth in the quote of Extreme Graphics dated 9.27.22.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 11th day of October 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



Quote

9020 173rd ave NW., Ramsey, MN 55303

763-241-1661 or 612-619-8533

Quote for: Joel Greenberg

Date of Quote: 9-2722

Name:

Company Name: City of Nowthen Date Due:

Street Address:

City, St. Zip code: Terms:

Phone:

Size	Quantity	Description	Amount
	33 total	misc park signs	\$1905

Sub Total \$

Art charge \$

Set Up Charge \$

Sales Tax \$135.73

Delivery \$

Grand Total \$2040.73

Notes

see attachments for individual signs and sizes

All orders are considered C.O.D. Unless other terms have been pre approved



REQUEST FOR COUNCIL ACTION

Agenda Item: 8b3	Department: Administration	Requested Council Meeting Date: October 11, 2022	Submitted By: Administrator Lehner
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX NAMING ALAN NERASE AS THE CITY OF NOWTHEN'S NEW RECYCLING ATTENDANT.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The City of Nowthen's recycling center has been unmanned for nearly 2 months. We interviewed Alan on 10/6/2022 and recommend moving him forward in the hiring process.

Next step would be to conduct a background check and contact his references. If everything comes back acceptable, administration would like to offer him the employment opportunity and set a starting date. Would like to have him start prior to the recycling center event scheduled for October 15th.

Wages to start at \$15.00 per hour and move to the new recycling hours promised to residents to: Tuesday – Thursday 11:00 – 7:00 pm, Wednesday – Friday 11:00 – 5:00 Saturday 11:00 am – 3:00 pm This position is part-time and does not qualify for employee benefits, other than the required PERA contribution.

SOURCE OF FUNDING: 603-43220-103, our recycling budget.

REQUESTED COUNCIL ACTION: Motion and second as part of agenda to adopt Resolution 2022-XX approving city administrator to offer job to Alan Nerase as the Recycling Center Attendant once acceptable background check is received.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other: Recycling Center Attendant Job Description

1.



MDO sign (1/2in. wood)
4' by 6'
quantity 1
\$329 installed

Adding Disc Golf and Arrow

2.



Aluminum composite
18" by 36"
1 sign instead of 3
quantity 1
\$75 installed

3.



MDO sign (1/2in. wood)
4' by 6'
quantity 1
\$329 installed

Adding Disc Golf and Arrow

4.



MDO sign (1/2in. wood)
18" by 18"
quantity 1
\$75 installed

5.



Scrape, Paint and
reletter, 2 sided
5" by 7"
Quantity 9
\$45 ea

6.



aluminium sign
5" by 7"
quantity 9
\$15ea, installed

7.



Aluminum .80 thickness
12" by 18"
quantity 4 and 1 post
\$32 installed
Post \$30

8.



MDO (Wood 1/2"thick)
36" by 48"
quantity 1
\$175 installed

9.



Aluminum .80 thickness
12" by 18"
quantity 4
\$32 installed

10.



Aluminum composite
18" by 24"
quantity 1
\$48 installed

11.



Aluminum composite
18" by 24"
quantity 1
\$48 installed

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Townhall
19800 Nowthen Blvd NW
Nowthen MN, 55330

RESOLUTION No. 2022-XX

A RESOLUTION NAMING ALAN NERASE AS THE CITY OF NOWTHEN'S NEW RECYCLING ATTENDANT

WHEREAS, the city operates a recycling center that requires an attendant to assist residents: and,

WHEREAS, administration has received a qualified application; and,

WHEREAS, administration would like to move forward to the background check; and,

WHEREAS, upon an acceptable background check, offer the job to Alan Nerase

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. Upon receiving an acceptable background check, Administrator Lehner to offer the position to Mr. Alan Nerase at \$15.00 and set a starting date. The wages for this position are accounted for in the current budget.
3. This part time position does not qualify for employment benefits other than the required PERA contribution of 7.5%.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 11th day of October 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST
By: SCOTT LEHNER
Its City Administrator

Nowthen City Office
8188 199th Ave. NW
Nowthen MN, 55330
(763)-441-1347



Council Meeting Location:
Historic Townhall
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Recycling Center Attendant

Summary of Position:

Maintaining the Recycling center safety and cleanliness and assist the residents with recycling drop offs.

Essential Duties and Responsibilities:

Monitors the Recycling Center during hours of operation.

- Opens and closes gates and all containers. Secures the building at the end of a shift.
- Assists residents in the distribution of recyclable items, as needed.
- Bails and processes recyclables collected, as needed.
- Answers recycling questions.
- Performs general maintenance for Recycling Center, including cleaning, sweeping, and shoveling. Troubleshoots mechanical problems with current equipment.
- Ability to operate a forklift and electric pallet jack.
- Effective and respectful communication and interactions with other employees, city staff, supervisors, individuals from other organizations, and citizen customers.
- Maintains positive professional working relationships with all staff levels, other jurisdictions and outside agencies, and the general public.
- Regular and reliable attendance during scheduled work hours and outside regular hours as necessary.
- Performs essential position duties and responsibilities under the working conditions and physical demands described herein.
- Performs other related functions as apparent or delegated.

Required Knowledge and Abilities:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Must be able to work during Recycling Center regular hours and additional hours during special events.
- Knowledge of waste reduction and recycling options in the metro area.
- Ability to organize, establish priorities and work effectively under pressure with minimum supervision

Ability to establish and maintain effective working relationships with City staff and the general public and handle inquiries in a friendly and courteous manner.

- Ability to communicate effectively both orally and in writing.

- Ability to maintain a team and service-oriented approach to work.
- Must have the ability to accept criticism or discipline.
- Must strive to promote a cooperative atmosphere in the department and exhibit a positive attitude.

MINIMUM QUALIFICATIONS:

A combination of training and experience substantially equivalent to the following:

- High school diploma or equivalent.
- Experience working effectively with the public.
- Experience with maintenance and scheduling and working with machinery

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions; standing for long periods of time; frequent walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communication and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration, exposure to toxic or caustic chemicals; work is generally in a loud noise location (e.g., electric pallet jack, baler and other power tools).

EQUIPMENT/JOB LOCATION:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
supervision.

- Ability to establish and maintain effective working relationships with City staff and the general public and handle inquiries in a friendly and courteous manner.
- Ability to communicate effectively both orally and in writing.
- Ability to work cooperatively with City personnel, external vendors, and the public.
- Ability to work independently as well as in a team environment.
- Ability to perform duties with tact, diplomacy, and discretion.
- Ability to be detail oriented and follow through with tasks.
- Ability to maintain a team and service-oriented approach to work.
- Must have the ability to accept criticism or discipline.
- Must strive to promote a cooperative atmosphere in the department and exhibit a positive attitude.