

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

Nowthen City Council
November 14, 2023
7:00 pm

1. Call to Order
Pledge of Allegiance
Roll Call
Approve Agenda
2. Public Forum: Any residents wishing to comment on the **Mackenzie Hills Plat** are welcome to sign up at the back of the room and speak during this time OR you may speak at the public hearing which has been renoticed for the 11/28/23 Planning and Zoning Commission meeting. Residents will receive a new letter via regular mail. Thank you.

The public forum is intended to afford the public an opportunity to address concerns to the City Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than three (3) minutes to speak. Topics of discussion are restricted to City governmental topics rather than private or political agendas. Topics may be addressed at the public forum that are on the agenda. However, topics that are the subject of a public hearing are best addressed at the public hearing, not at public forum. Therefore, topics may not be addressed at public forum if: (i) the topic has been the subject of a public hearing before the City Council or any City Advisory Committee and/or Commission and the Council has not acted on the topic; or (ii) if the topic is the subject of a public hearing for which notice has been published in the City's official newspaper, or a continued public hearing or public information hearing before the City Council or any City Advisory Committee and/or Commission. The City Council may discuss but will not take formal action on public forum presentations. Matters that are the subject of pending litigation are not appropriate for the forum.

3. Consent Agenda

Those items on the Council Agenda which are considered routine or non-controversial are included as part of the consent agenda. Unless the Mayor or a council member specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed on the council agenda under Items Removed Consent Agenda Items.

- a) Approval of City Council Meeting Minutes of September 12, September 14, September 20, September 20, September 27, October 10, and October 16, 2023 City Council Regular Meetings and Work Session Meetings.
- b) Approval of Claims October 9, 2023 to November 10, 2023, and Treasurer's Report.
- c) Accepting the 3rd Quarter Financials prepared by Finance Consultant Lori Yager.
- d) Approval of Resolution 2023-63 Renewing the Tobacco Sales License for Bill's Superette.
- e) Approval of Resolution 2023-64 Approving the Hiring of Isaac Schulz as a public works maintenance technician for the City of Nowthen.
- f) Approval of Resolution 2023-65 Citing Bootleggers for an Alcohol Violation.
- g) Approval of Resolution 2023-66 Accepting a Donation from the ERYHA.
- h) Approval of Resolution 2023-67 Accepting the resignations of Fire Fighter Steve Lundeen and Assistant Chief Adam Schrag.
- i) Approval of Resolution 2023-68 Authorizing removal and re-installation of Culvert on Twin Parkway NW.

4. Engineering
5. Fire Department
6. Sheriff's Department
7. Planning and Zoning
 - a) Mackenzie Hills – Public Hearing Renoticed
 - b) Updated Assessment List – 19144 Cleary Rd.
 - c) Code Enforcement – Problem Properties
8. Administrator Update
 - a) Gambling Ordinance
 - b) Administrative Assistant position
9. City Council
 - a) **OLD BUSINESS**
 1. Bar None Compliance
 2. ATV Ordinance
 - b) **STATUS OF ACTION ITEMS**
 1. Personnel Policy – in progress after meeting 11-9-23
 2. Update Fee Schedule - progress
 3. Recycling Hours – Discussed at meeting 11-9-23
 4. Public Hearing Notices published and Resident Letters out regarding road improvement project on Waco St, Waco Dr, 182nd Ave and Ventre Lane. Sent out by Attorney Ruppe's office.
 - c) **NEW BUSINESS**
 1. Discuss Population Sign replacement.
 - d) **ITEMS REMOVED FROM CONSENT AGENDA**

Adjourn

Floor Item
Info - #1

www.mockcountytexas.us

Election
Integrity
Heroes

Mark Cook
Cyber
Security
Expert



Election Ecosystem: Control

	FREEDOM		DANGER		TYRANNY		FREE AGAIN	
	Precinct	County	State	Corporations	Federal	Precinct	County	
Voter Reg		PAST	CURRENT	CURRENT	PLANNED		FUTURE	
Voter Validation	PAST		CURRENT	CURRENT	PLANNED	FUTURE		
Tabulation	PAST		CURRENT	CURRENT	PLANNED	FUTURE		
Reporting		PAST	CURRENT	CURRENT	PLANNED	FUTURE		
Transparency		HIGH	CLOSE TO NONE		ZERO		100%	

"We need to move forward to a system where our county takes back control of our election system." —Mark Cook

Floor Item
Info - #2

Anoka County
Election Integrity
Team
(ACEIT)



Home-Grown Elections

- Secured Election Judge Data
- Verified Registered Voters
- Validated Paper Ballots
- Paper Poll Books
- Hand-Counted Paper Ballots
- Small Voting Precincts

aceit@aceit.vote (Release 9/12/2023)

www.projectminnesota.org/Anoka/

We ask the Anoka County Commissioners, Mayors, City Council and School Board Members to vote for Secure and Transparent Home-Grown Elections



TO:

Floor Item
Info - #3

Three Election Facts

❖ Bad actors target elections.

❖ No electronic
technology
is totally secure.



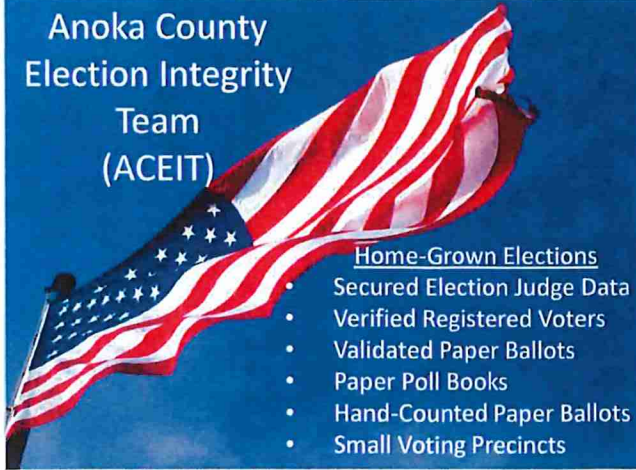
❖ Elections have
become electronic
"Black Box"* systems.

*"Black Box" is a complicated electronic device
whose internal mechanism is hidden from the user.



Floor Item
Info - #4

Anoka County
Election Integrity
Team
(ACEIT)



Home-Grown Elections

- Secured Election Judge Data
- Verified Registered Voters
- Validated Paper Ballots
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- Hand-Counted Paper Ballots
- Small Voting Precincts

aceit@aceit.vote (Release 9/12/2023)

www.projectminnesota.org/Anoka/

We ask the Anoka County Commissioners, Mayors, City Council and School Board Members to vote for Secure and Transparent Home-Grown Elections



TO:

Floor Item
Info - # 5

[www.projectminnesota.com/Anoka/
aceit@aceit.vote](http://www.projectminnesota.com/Anoka/aceit@aceit.vote)

Anoka County
Election Integrity
Team
(ACEIT)

Recipe for Home-Grown Elections

- Secured Election Judge Data
- Verified Registered Voters
- Validated Paper Ballots
- Paper Poll Books
- Hand-Counted Paper Ballots
- Small Voting Precincts

Floor Item
Info - #6

Recipe for Secure and Transparent Home-Grown Elections (Release August 3, 2023)

- **Secured Election Judge Data:** Since 2011 Anoka County uses Modus Elections Management Software from InTech Software Solutions Inc. with remote internet cloud servers. **Request:** Bring function back to County with local control and no cloud storage.
- **Verified Registered Voters:** **Request:** Verify all incoming voter registrations via forensic methods including periodic fractal programming data analyses.
- **Validated Paper Ballots:** **Request:** Use only counterfeit-resistant paper ballots having a publically and fully trackable chain of custody directly to each precinct on day of count.
- **Paper Poll Books:** Since 2018 Anoka County uses KNOWiNK LLC electronic poll pads, hot spots and ePulse internet connectivity. **Request:** Return to paper poll books.
- **Hand-Counted Paper Ballots:** Since 2013 Anoka County uses electronic ballot/vote tabulators from Election Systems & Software LLC (ES&S). These are propriety machines with no means of verifying internal functions or accuracy of all contests. **Request:** Hand-count all ballots/votes and publically report results by judges dedicated to that sole purpose after polls close. If machines are used, then hand count only multiple candidate races.
- **Small Voting Precincts:** **Request:** Maintain precinct size under ballot count of 2,500.

We ask the Anoka County Commissioners, Mayors, City Council and School Board Members to vote for Secure and Transparent Home-Grown Elections

Public Forum - Resident Handout



Nowthen City Council
September 12, 2023
Regular Meeting Minutes

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 7:01 pm.

Present: Mayor Pilon, Council Members Rainville, Fladebo, Alders and Breyen.

Also Present: Chief Deputy Jacobson, Chief Schmidt, Planner Stockman and Deputy Clerk Johnson.

Absent: Administrator Lehner.

Agenda –

Council Member Breyen requested to move 7J to 13C1.

Council Member Rainville requested to add 14 – Community Update.

**MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY RAINVILLE TO APPROVE THE AGENDA AS AMENDED.
5 AYES. MOTION CARRIED.**

2. FLOOR ITEMS

Mr. Sam Corns of 19223 Burns Parkway requested clarification from city council as to the steps a resident would take to be heard by city council for issues with city staff not being resolved. Mayor Pilon explained a work session could be called by the mayor or two (2) council members.

Mr. Corns explained he feels that a city code violation has continued over a year without resolution, he feels the city administration is not investigating intentionally and that Administrator Lehner is defending & representing city contractors rather than city residents. He is quite frustrated. He is requesting city council members to reach out to him.

Mayor Pilon requested Mr. Corns send a written statement of the issues to Deputy Clerk Johnson to forward to council. It will be decided if a work session is necessary.

3. PUBLIC HEARING

Opened at 7:09 p.m.

This public hearing is for Ordinance 2023-02. No written comments. No public comments. No City Council comments.

Public Hearing Closed: 7:11 p.m.

PUBLIC HEARING

Opened at 7:10 p.m.

This public hearing is for Ordinance 2023-03. No written comments. No public comments. No City Council comments.

Public Hearing Closed at 7:12 p.m.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY FLADEBO TO ADOPT ORDINANCES 2023-02 AND 2023-03.

Discussion: Mayor Pilon explained these ordinances give time for the dust to settle and see what happens with MN legislation. There is conflicting information – the city is waiting on the state for clarification on many items.

VOTING ENSUED: 5 AYES. MOTION CARRIED.

4. PROCLAMATION FOR CONSTITUTION WEEK

Mayor Pilon declared September 17-23, 2023 Constitution Week. He read the Proclamation.

5. NOWTHEN LION JUDY HERRALA PRESENTED THE CITY WITH TWO (2) TREX BENCHES.

The Nowthen Lions started a Trex Project, collecting 500 pounds of plastic bags and soft plastics, equating to 40,500 plastic bags, that get turned into Trex benches. The Lions started this project at the Farmers Market 3 years ago. Residents asked for additional opportunities to donate plastic bags. Ace offered to place containers around town and the Recycling Center was also offered to use to collect plastic bags. The Lions chose to use the city's recycling center as a collection location. Lion Judy was present to present two (2) Trex benches to the city; one to be placed at the Recycling Center for residents to see and one to be placed at Memorial Park. Thank you to Public Works employees Eric Madson and Isaac Schultz for putting the benches together. There will be a plaque placed on each bench. They will be receiving bench # 5 in October. The other benches will be donated to other partners in the collection process. The Trex Company accepts 500 pounds of plastic semi-annually from each group. Lion Judy expressed that they are working on partnering with a 3rd grade class that has been collecting bags as well. Mayor Pilon suggested the city could become a partner as well and turn in plastic for additional benches. Council Member Rainville suggested the Nowthen Seniors as well.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY ALDERS TO ACCEPT THE DONATION OF TWO (2) BENCHES FROM THE NOWTHEN LIONS. 5 AYES. MOTION CARRIED.

6. PRESENTATION OF THE NOWTHEN FIRE DEPARTMENT'S CITIZENS AWARD TO KEITH ELLIOTT.

On April 13th of 2023 Mr. Elliott was traveling through the city of Nowthen when he noticed smoke and fire in the area of 190th Ave. He promptly dialed 911 to notify dispatcher of a house fire. In addition to reporting the event to dispatch, Mr. Elliott courageously and quickly assessed the situation and discovered a garden hose. He began to fight the fire with the garden hose and was successfully able to stop the fire from progressing further, undoubtedly saving the home from catastrophic and significant damage loss. Chief Schmidt and Captain Suchy both talked about the call and stated without Mr. Elliott's quick thinking, the home likely would have been a total loss due to the winds that day.

Mayor Pilon presented the award to Mr. Elliott who accepted the award humbly. He stated he would accept the award on behalf of the real heroes, the first responders, fire fighters, sheriff deputies, and police officers.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY BREYEN TO APPROVE RESOLUTION 2023-47 PRESENT THE CITIZENS AWARD TO MR. KEITH ELLIOTT. 5 AYES. MOTION CARRIED.

7. CONSENT AGENDA

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY RAINVILLE TO APPROVE THE CONSENT AGENDA AS AMENDED. 5 AYES. MOTION CARRIED.

8. ENGINEERING

None

9. FIRE DEPARTMENT

- a) Approve Resolution 2023-55 Authorizing the Hiring of Four (4) Firefighters.

The Nowthen Fire Department has spent considerable time and effort to hire additional firefighters for the City of Nowthen. After an open house event in May, the Fire Department interviewed several candidates. Ultimately, four (4) candidates have moved forward through the process and have successfully completed pre-employment screening. Those candidates are: Garrett Reighard, Vincent Dietz, Hailey Artmann, and Andrew Hanks.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY BREYEN TO APPROVE RESOLUTION 2023-53 AUTHORIZING THE HIRING OF FOUR (4) FIREFIGHTERS FOR THE NOWTHEN FIRE DEPARTMENT. 5 AYES. MOTION CARRIED.

- b) FIRE DEPARTMENT REPORT FOR THE MONTH OF AUGUST.

For the month of August 2023, the Fire Department responded to 15 incidents (7 less than the previous month) with an average response time of 13 minutes and 19 seconds (2-minute increase from July). The average number of firefighters attending calls for service was 3.2. The Fire Department reports no dollar loss from fires during the month of August. The Fire Department did not assist any other agencies for the month of August and received no assistance from other agencies during that month.

On August 2nd, the Fire Department was dispatched to the 20900 block of St. Francis Blvd. for a report of a person suffering from heat-related illness. The patient was working in the yard for a few hours, as temperatures reached 90 degrees. The patient was treated on-scene by both Fire and ACSO personnel (including Chief Schmidt and Chief Deputy Jacobson) and transported by Allina to the hospital.

On August 19th, the Fire Department was dispatched to the Threshing Show for another report of a heat-related illness. Again, the temperature on this day was 90 degrees. The patient was treated on-scene by both fire personnel and the Threshing Show staff and transported by Allina to the hospital. The Chief would like to recognize the Threshing Show staff as they did an excellent job of treating the patient at the event.

On August 31st, the Fire Department was dispatched to the 9000 block of 190th Ave. NW for a report of a gas line that had been cut. The cause was due to the homeowner doing some trenching on the property. The homeowner did have locates completed for utilities, but a gas line was missed by the firm completing the utility locate.

10. SHERIFF'S REPORT

Calls for Service

Sheriff's Deputies responded to 130 calls for service. Total for 2023 is 1,042 calls, which is 121 calls over the 2022 year to date total.

August 2023 calls for service included:

2 to Bar None

9 Alarms

15 Medicals

14 Animal Complaints

Bar None

Year to date calls at Bar None are at 20. That is down 3 from last year and calls to the location are down drastically over past years:

2019 YTD: 69

2020 YTD: 48

2021 YTD: 43

Noteworthy Calls for Service

On 08/05/2023 at 2:00 PM, deputies were on patrol in the 8000 block of Viking Blvd. NW when they observed a female they knew to have an active warrant for her arrest walking along the roadway. The female was arrested and was confirmed to have a felony warrant from Carver County for controlled substance violation and a felony warrant from Hennepin County for controlled substance violation. Suspected methamphetamine was located in her purse during the arrest. She was booked at the Anoka County Jail on her warrants and a new charge of felony possession of a controlled substance.

On 08/06/2023 at 11:50 AM, deputies were on patrol on Viking Blvd. NW near Baugh St. NW when their attention was drawn to a vehicle that was crossing both the center line and the fog line while traveling westbound on Viking Blvd. NW. The driver, an adult male, showed signs of alcohol impairment and was ultimately arrested for DWI. He was found to be over double the legal limit to drive. He was booked at the Anoka County Jail on charges of DWI.

On 08/19/2023 at 10:55 AM, deputies were on patrol in the area of Viking Blvd. NW and Saint Francis Blvd. NW when they observed a Dodge Ram truck being driven by a male they knew to not have a valid driver's license. They stopped the vehicle and the driver, an adult male, was arrested for driving on a cancelled license (IPS). Suspected methamphetamine was located in the vehicle. The driver was booked at the Anoka County Jail on charges of driving after cancellation and a new charge of felony possession of a controlled substance.

On 08/30/2023 at 1:40 PM, deputies received a phone call report regarding a dog bite that occurred at a home in the 7300 block of Viking Blvd. NW. The reporting party indicated that she was delivering packages for Amazon when a dog approached her from the driveway of the home and bit her. The owner of the dog spoke with ACSO and indicated he has told Amazon in the past to leave packages at the end of the driveway in a container for deliveries. The dog was quarantined for 10 days per standard protocol.

Miscellaneous

There were multiple car vs. deer crashes in August and we are entering the busiest time of the year for these types of crashes. Nearly half of all car vs. deer crashes in Minnesota occur in October through December, mostly at dusk and dawn. Please watch for deer and adjust your speed accordingly.

An observation from the Chief Deputy is how nice it is that the deputies are familiar with the area, residents, and businesses. They are recognizing people with warrants and making arrests, understanding the problem areas in Nowthen, and getting to know city staff.

The Sheriff's Department will be holding an Open House on September 21st, 2023, 4:00-7:00 p.m. in Andover. The information is posted on the city website.

The Sheriff's Deputies and the K-9 unit will be at the Heritage Festival in Nowthen on September 23, 2023. Stop by to say hello!

11. PLANNING AND ZONING

- a) Approve list of residents to receive assessment notices.

Planner Stockman presented five (5) code enforcement citations that are outstanding. Planner Stockman is requesting to send letters to the property owners to request payment for the citations. If payments are not received, a public hearing will be held, then the citation will become an assessment on the property with the property taxes. Three (3) of the offenders are repeated from last year.

Discussion regarding the process, the fees, and extension of deadlines. The official notices would be sent via certified mail and Planner Stockman has added additional time due to the mail issues residents and businesses continue to have. Many cities have decided to send directly to the prosecuting attorney after a third (3) citation notice. Currently, the city of Nowthen has chosen not to do that.

Planner Stockman was directed by the council to please number the citations in future documents so the properties can be addressed by number rather than address.

Discussion regarding different fees assessed; Planner Stockman stated each offense is \$200.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY FLADEBO TO APPROVE THE ASSESSMENT SCHEULE AND MAILING OF ASSESSMENT NOTICES TO THE FIVE (5) RESIDENTS WITH OUTSTANDING BALANCES OWED TO THE CITY.

Additional discussion regarding time frame to be sending code violation assessment letters. Find out what other cities around us are doing. The city of Nowthen needs a process to send these violations to the prosecuting attorney. Planner Stockman to present an explanation at the next meeting or before.

VOTING ENSUED. 5 AYES. MOTION CARRIED.

12. ADMINISTRATOR UPDATE

- a. Important Dates:
 - i. Next Budget Meeting is Thursday, September 14 at 6:00
 - ii. Heritage Festival is September 23, 2023
 - iii. Next City Council Meeting is October 10, 2023
 - iv. Recycling Day is October 14, 2023
- b. Project Manager Update: 4 Applications received. 2 have withdrawn, 1 isn't available until January and 1 interviewed with the personnel committee.
- c. Human Foosball – it had been discussed at a budget work session to look at disassembling the Human Foosball Court at Twin Lakes Park.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY ALDERS TO DIRECT STAFF TO REMOVE THE HUMAN FOOSBALL COURT AT TWIN LAKES. STAFF TO REUSE OR SELL ANY MATERIALS POSSIBLE, SUCH AS THE FENCING AND DISPOSE OF THE REMAINING MATERIALS.

Discussion: Are there any materials that can be used? Have staff remove the court and determine if any of it is salvageable for sale or recycled in a reasonable amount of time.

VOTING ENSUED. 4 AYES. COUNCIL MEMBERS PILON, RAINVILLE, FLADEBO AND ALDERS. 1 NAY. COUNCIL MEMBER BREYEN.

13. CITY COUNCIL

a. OLD BUSINESS

1. Ordinance 2023-04 Authorizing and Regulating the Conduct of Lawful Gambling with the City of Nowthen, MN.

Mayor Pilon thanked City Attorney Bob Ruppe for answering all the questions the city had. Clarification that the Nowthen Lions are exempt under statute for holding raffles. The city has had gambling in establishments for years. Bootleggers has had legal gambling with the Elk River Hockey Association and the city thanks them for always making a contribution to the city each quarter. The city believes that Northwoods also has gambling, and this ordinance would affect them and the organization that has gambling in the establishment. Planner Stockman will contact City Attorney Ruppe to determine where in the city code should this ordinance go.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY FLADEBO TO ADOPT ORDINANCE 2023-04. 5 AYES. MOTION CARRIED.

Deputy Clerk Johnson is directed to send both establishments a certified letter stating this ordinance has passed and is effective immediately along with a copy of the executed ordinance.

2. ATV Ordinance Work Session – a date is still needed. Deputy Johnson is instructed to contact Chief Deputy Jacobson, Administrator Lehner, and Planner Stockman to coordinate a date to bring back to the council to schedule a work session. Planner Stockman requested that code enforcement be considered to be a part of this work session as well.

b. NEW BUSINESS

Bar None Compliance

Bar None is currently non-compliant with the city code. It is hard to tell staff from client. Planner Stockman is unable to locate a CUP or IUP, the facility has been working without current permits; for example, running a school. It has multiple changes in use at the facility, changing from behavior issues to mental issues, boys and girls, boys only, girls only, adding a school, etc. Over the past 15 years, the trend has been better; however, the city has met with the facility leaders multiple times about having better trained staff and retaining them. The facility is asking to bring the Children's Residential Treatment Center (CRTC) program to the Bar None Facility in Nowthen from the City of Minnetonka. The City of Nowthen has permit requirements that will need to be met.

MOTION BY COUNCIL MEMBER BREYEN SECONDED BY RAINVILLE TO HAVE MAYOR PILON, ADMINISTRATOR LEHNER AND ATTORNEY RUPPE WORK TOGETHER TO BRING THE VOA/BAR NONE OPERATIONS INTO COMPLIANCE WITH CITY REGULATIONS OR, IF UNABLE TO DO SO, DETERMINE WHAT STEPS WOULD BE REQUIRED TO COMPEL VOA/BAR NONE TO CEASE ALL NON-COMPLIANT OPERATIONS.

Discussion: Amend to have an initial report to city council by the October 10th council meeting. Planner Stockman will send a copy of the history with VOA/Bar None to the new city council members.

VOTING ENSUED. 5 AYES. MOTION CARRIED.

c. ITEMS MOVED FROM CONSENT.

7J – Approval of Resolution 2023-56 Authorizing Dependable Electric Inc. to Remove Existing Lights and Install Seven (7) New Lights Supplied by the City to Light the Outdoor Ice Arena Area.

Council Member Breyen pulled this item off consent to get a better understanding of what is needed at the ice arena for lighting. Currently, only 2 of the lights work. What are the specifics of the lights to be

put up. Staff to verify the style, size and how they will be installed so as not to interfere with the night sky. Mayor Pilon indicated that there would be 6 lights on the hockey arena and 1 light facing the pleasure rink area.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY FLADEBO TO MOVE THIS ITEM TO THE OCTOBER MEETING WITH STAFF UNDERSTANDING TO BRING LIGHTING INFORMATION AND TO CONFIRM IT MEETS CITY ORDINANCES. 5 AYES. MOTION CARRIED.

14. COMMUNITY UPDATE

The 16th Annual Heritage Festival is Saturday, September 23rd. Activities are planned to begin with a Pancake Breakfast, vendors, dinner, and fireworks. The public safety partners will be there with fire trucks and a K-9 demonstration. Plan on attending and bringing your friends!

The meeting adjourned at 9:00 pm.

Respectfully Submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

Nowthen City Council
September 14, 2023
Work Session Minutes

1. **CALL TO ORDER**

Mayor Pilon called the meeting to order at 6:10 pm.

Present: Mayor Pilon, Council Members Rainville, Fladebo, Alders and Breyen.

Also Present: Deputy Clerk Johnson, and Finance Consultant Lori Yager.

2. **DISCUSSION REGARDING TEMPORARY ADMINISTRATIVE ASSISTANT FOR THE FRONT DESK DUE TO DONNA'S RESIGNATION.**

Deputy Clerk Johnson requested permission to offer a temporary position to Bethany Lehner (Scott's daughter) as she is available immediately to answer phones, help residents at front counter until a full-time permanent candidate is hired.

Discussion ensued regarding having family members working together within city employment.

MOTION BY MAYOR PILON, SECONDED BY FLADEBO TO ALLOW DEPUTY CLERK JOHNSON TO OFFER A TEMPORARY POSITION OF ADMINISTRATIVE ASSISTANT WHILE SEARCHING FOR A FULL TIME PERMANENT CANDIDATE FOR THE POSITION AT \$15 PER HOUR AS NEEDED INCLUDING A TRIAL PERIOD.

Discussion: Mayor Pilon indicated it could be up to three months as the city must update the city personnel policies to include new legislation regarding sick and safe time, PTO, etc. This will take some time to complete but must be done prior to January 1. Bethany is available immediately and could be a great asset to the city. Additional discussion that the city could update just the chapters that the new legislation affects, hire someone, then complete the rest of the policy. Concerns were brought up by Council Member Alders and Rainville about having family working even if not reporting directly to family members. Deputy Clerk Johnson stated she had no problem with working together with Bethany and if she didn't work out, would work it out with Administrator Lehner. Discussion that it has happened in the past and the outcome was not approved by the council.

VOTING ENSUED: COUNCIL MEMBERS PILON AND FLADEBO, AYE. COUNCIL MEMBERS BREYEN, ALDERS, AND RAINVILLE, NAY. MOTION FAILED.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY RAINVILLE TO DIRECT STAFF TO CONTACT STAFFING AGENCY TO FILL THE TEMPORARY POSITION NOT TO EXCEED \$30 PER HOUR.

Discussion: The hourly rate may go higher. Benefits of using a staffing agency is the city will not do the search or vetting of candidates for the position, the staffing agency will. If the person isn't a good fit, they send another one.

AMEND THE MOTION TO STATE "NOT TO EXCEED \$35 PER HOUR".

VOTING ENSUED: COUNCIL MEMBERS BREYEN, ALDERS, AND RAINVILLE, AYE. COUNCIL MEMBERS PILON AND FLADEBO, NAY. MOTION CARRIED.

3. DISCUSSION REGARDING THE 2024 GENERAL FUND BUDGET

Administrator Lehner joined the meeting at 6:35 p.m.

Mayor Pilon thanked staff and council for their work in the workshops on the 2024 budget. Tonight's meeting is to go through the numbers again and see if all questions are answered.

The mayor and the city council along with staff and finance consultant Lori Yager continued to discuss the proposed 2024 General Fund Draft Budget.

As the group went through the budget, there was discussion about the following items:

- Discussion regarding the possibility of larger local government aid due to the small cities contribution increasing due to new taxes on auto parts and delivery.
- Move the 2019A Levy to 0 and push the amount of \$64,900 out to later years, 2025-2026-2027 to keep the 2024 levy lower.
- Discussion on increasing liquor licensing to be more competitive with surrounding cities. Move to \$2,500, discuss going as high as \$3,500. Staff to recommend a fee schedule adjustment. Add a temporary license fee and a wine-only license.
- Add long term disability and life insurance to employee benefits.
- Reminder that a levy needs to be set, the budget itself can change, but the levy can only go down, not up before the December 12th meeting when the final budget will be adopted.
- Driveway permits – how many do we expect and do we charge enough.
- Is the Zoning/Subdivision revenue accurate at \$20,000?
- Add overtime line into report.
- Discussion regarding medical insurance. It could change, we have it estimated at 10% increase, can adjust once we have actual numbers.
- Discontinue Kim's Kleaning – staff can clean office; recycling attendants could clean the Fire Department and Historic Town Hall.
- Add Stipends in for Planning and Zoning, they get paid at the end of the year for the meetings they have attended.
- Public Works – Tires budget line item to increase. Tires for the grader are \$9500 for 4 tires.
- Parks – FT wages increased, what are we doing at the parks for the extra time spent there? Staff directed to get a parks plan together for 2024.
- Public Works – Staff directed to get a better plan from PW regarding crack sealing, patching, roads plan.
- Road Improvements – Staff directed to get a plan from the City Engineer regarding engineering fees, bond fees, striping fees in the Bonding costs for road projects. In the meantime, remove the engineering fees, civil attorney and crack filling out of the road project budget. Staff directed to get the plan for Rogers Lake feasibility plan results.
- Will the \$150,000 in the road project pay \$40,000 for a pacer study? What is the rest for?
- Equipment Replacement – remove \$24,500 on the FD truck final payment due to 3% rebate anticipated when the truck is delivered.
- Nothing new on the PW truck ordered. No price reduction or guarantee.
- Recycling –
 - Action Item: Get stats together for residents vs non-residents using it, times using it, commercial usage vs residential use.
 - Action Item: Could Don do some research on pay increase for dry cardboard?
 - Action Item: Could Don research / follow up with A-1 appliance picking up appliances for free?
 - Action Item: Could Don research / follow up with company to take electronics?

- Action Item: Can Don follow up – what are options for mattresses?
- Investigate paying online or at the Recycling Center
- Recommendation – Winter Hours: Tuesday / Thursday 10:00 – 4:00 and Saturday 9:00 – 3:00
- Are residents required to have recycling bins with trash removal?
- Action Item: Increase fees on fee schedule.
- Reminder – the levy needs to be set; the budget can change.
- The preliminary budget is \$1,936,176 which is a 5.35% increase. The council will adopt it on December 12th, 6:05 public hearing with city council meeting immediately after. Action item: Staff directed to post special meeting for Wednesday, September 20th. Lori to send RCA and Resolution to be adopted.
- Action item: Staff to prepare “Closed” Special Session to discuss project manager applicant.

Motion by Council Member Breyen, seconded by Rainville to adjourn the meeting.

The meeting adjourned at 9:35 pm.

Respectfully Submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

Nowthen City Council
September 20, 2023
Special Meeting Minutes

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 6:00 pm.

Present: Mayor Pilon, Council Members Rainville, Alders, and Breyen.
Absent: Council Member Fladebo.

The purpose of the meeting is to review the Cancellation of debt collectible in 2024 for the 2019A G.O. Special Assessments and set the 2024 Preliminary Levy and Budget.

Mayor Pilon and Financial Advisor Yager went through the attached power point presentation based upon the results of the previous budget meetings.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY BREYEN TO APPROVE RESOLUTION 2023-58 CANCELATION OF DEBT COLLECTIBLE IN 2024 FOR THE 2019 G.O. SPECIAL ASSESSMENT 07-16-2019. 4 AYES. MOTION CARRIED.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY ALDERS APPROVING RESOLUTION 2023-59 SETTING THE 2024 PRELIMINARY LEVY AND BUDGET. 4 AYES. MOTION CARRIED.

Motion by Council Member Breyen, seconded by Rainville to adjourn the meeting.

The meeting adjourned at 6:20 pm.

Respectfully Submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

Nowthen City Council
September 20, 2023
Special Meeting Minutes

1. **CALL TO ORDER**

Mayor Pilon called the meeting to order at 6:21 p.m.

Present: Mayor Pilon, Council Members Rainville, Alders, and Breyen.
Council Member Fladebo joined the meeting at 6:30 p.m.

The purpose of the meeting is to discuss the project manager position.

Administrator Lehner explained the position had been posted on the League of Minnesota Cities site, the city website and on the official bulletin board. As of September 11, we had received four (4) applications. One from out of state that declined after being told the city would not reimburse his expenses to come to Nowthen for an interview; one declined after being told it is not a full-time position and does not have benefits; one has been offered a position with the City of Edina through the end of the year, and the personnel committee interviewed the remaining applicant.

The personnel committee unanimously agreed this candidate should be offered the opportunity to be the city's project manager for six (6) months. Mayor Pilon recused himself from the personnel committee interviewing process and Council Member Breyen stepped in as the candidate is the mayor's adult daughter who has not lived in Nowthen for 20+ years. Both Council Member Fladebo and Breyen had reservations about hiring her to protect current staff until after the interviewing process. She has all the qualifications the city is looking for; she is highly qualified for this position and would be reporting directly to Administrator Lehner. This position will be performed remotely with direction from Administrator Lehner.

Discussion regarding the projects needing to be completed and if she could handle most of them.

Council Member Alders stated his concerns regarding nepotism and the connection with the mayor, relationships with current staff. Administrator Lehner stated she earned the opportunity to be interviewed and offered the position based on her qualifications, experience and she has shown she would be very capable.

Council Member Rainville stated we do need to move forward with this position as the staff needs additional personnel to complete some projects. She would like to have her sister considered for participation in any of the Human Resource projects and would like a copy of the job posting.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY FLADEBO TO APPROVE AND AUTHORIZE OFFERING TEMPORARY PROJECT MANAGER POSITION TO GENEVIEVE HIRSCHBOECK FOR NO LONGER THAN SIX (6) MONTHS.

Discussion: If progress is being made and there are additional projects to be completed, *amend the motion to re-evaluate in 6 months and consider extending the position. Amend the motion to include 30 hours per week at \$35 per hour.*

VOTING ENSUED TO INCLUDED THE AMENDMENTS TO THE MOTION. 3 AYES – BREYEN, RAINVILLE, AND FLADEBO. 1 NAY – ALDERS. ABSTAINED FROM VOTING – MAYOR PILON. MOTION CARRIED.

MOTION TO ADJOURN.

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

DRAFT

Nowthen City Council
September 27, 2023
Work Session Minutes

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 5:10 pm.

Present: Mayor Pilon, Council Members Rainville, Fladebo, and Breyen.

Excused Absent: Council Member Alders

Also Present: Administrator Lehner, Deputy Clerk Johnson, City Attorney Bob Ruppe

2. CLOSED SESSION

City Attorney Ruppe announced that the city council would be going into a closed session to discuss preliminary consideration of allegations against individuals subject to its authority as legally required by Minn. Stat. 13D.05 Subd (b).

The city council went into closed session to discuss consideration of allegations against individuals subject to its authority.

At 5:55 p.m. the city council resumed open session.

3. MOVE ADMINISTRATOR UPDATE TO FIRST ITEM TO DISCUSS

Resident Complaint – Mr. Sam Corns – He has now spoken with Council Member Breyen and Council Member Fladebo after multiple calls with the Mayor, Administrator Lehner, and Planner Stockman. He is insisting on a meeting with the full council.

Much discussion regarding this request. There is a \$500 fee to request a meeting with council and sub-contractors as Planner Stockman receives \$250 for attending meetings and other sub-contractors will have costs, including overtime to city staff. Council Member Fladebo pointed out that she felt there is a perceived disconnect between council and some residents; it would be good to have this meeting to show good faith to the residents.

It has been suggested to have all the parties that he has accusations against to be present including neighbors, MNSPECT, Prosecuting Attorney Glazer, DNR Representative, the Septic System professional, Administrator Lehner, Planner Stockman, and city council so that this issue can be resolved. The soonest date available is October 16, 2023 – as early as possible in the afternoon/early afternoon. Council Member Fladebo to inform Mr. Corns of the date and requests he submit documentation as to his complaints to Deputy Clerk Johnson to prepare a meeting agenda & packet for the meeting.

Fire Department Contract – Administrator Lehner has a meeting with the City Administrator of St. Francis next week to finalize the contract.

Administrator Lehner to work with Council Member Breyen to get started on the updating of the Personnel Policy to include new legislation.

Discussion regarding work sessions the Thursday before City Council Meetings. The mayor prefers work sessions are necessary with the RCA forms with background information being supplied to council. The council has never had so much detailed information with requests in the past and what staff is doing has been a huge improvement.

It would be nice to explain what the Public Forum (Floor items) is for residents to see on the agenda and to explain the consent agenda items on the agenda each month.

MOTION BY COUNCIL MEMBER FLADEBO, SECONDED BY RAINVILLE TO ADD APPROPRIATE EXPLANATIONS ON AGENDAS BEGINNING WITH THE OCTOBER 10TH MEETING AGENDA. 3 AYES. MOTION CARRIED.

The mayor explained how meetings can be called. The mayor or two (2) council members can call a special meeting or a work session. If a special meeting is called, only the items on the agenda can be discussed. In a work session, multiple topics can be discussed. Regular council meetings are the city's "business meetings", more formal meetings to conduct the city's business. An emergency meeting can be called for natural disasters, pandemics such as Covid, etc. His opinion is to video work sessions and meetings.

Fire Department: The Fire Department has received an application from an Oak Grove fire fighter who lives in Nowthen. He is currently processing through the system. He has 23 years of experience.

Administrative Assistant temporary position – On Friday, it was thought Connie could work 40 hours a week, she cannot due to a limitation on the amount of money she can make in a month, so she and Karen will be splitting up hours and giving the city what they can until a full-time person is found. There may be some hours/days that the office will be closed due to lack of staff to work the front counter. Madeline is looking to go part-time at the city and part-time in another job to get full-time hours. Staff is looking for approval to post the position of Administrative Assistant and start interviewing, knowing that an offer of employment will not be given until the personnel policy is updated (give a deadline to get a work session scheduled).

MOTION BY COUNCIL MEMBER FLADEBO, SECONDED BY RAINVILLE TO DIRECT STAFF TO POST THE ADMINISTRATIVE ASSISTANT POSITION ON THE LEAGUE OF MN CITIES, CITY WEBSITE, AND CITY BULLETIN BOARD, BUT NO OFFICIAL OFFERS TO RECOMMENDED CANDIDATE UNTIL THE MAIN POINTS IN THE PERSONNEL

4. PROJECT MANAGER UPDATE

Genevieve Hirschboeck accepted the temporary project manager position and will be starting October 3, 2023 at 10:00 am.

5. SEASONAL HELP

It is possible that Rose will learn how to be a backup snowplow driver for cul-de-sac snow removal. Administrator Lehner will also talk with Don about snow plowing possibilities and other duties in addition to Recycling Attendant. Staff would like to move forward with getting information together to offer the open full-time position to our seasonal employee and on-call firefighter, Isaac Schulz.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY FLADEBO TO DIRECT STAFF TO SOLICIT INFORMATION TO PUT TOGETHER AN OFFER OF FULL-TIME EMPLOYMENT TO ISAAC SCHULZ. 3 AYES. MOTION CARRIED.

6. RECYCLING CENTER

Discussion regarding the Recycling Center improvements, hours – summer hours & winter hours, pricing.

It has been discussed multiple times to remove the oil container from inside the building and make it accessible outdoors.

MOTION BY RAINVILLE, SECONDED BY FLADEBO TO DIRECT STAFF TO REMOVE THE OIL TANK FROM THE INSIDE OF THE RECYCLING BUILDING AND RELOCATE IT OUTSIDE BETWEEN THE OLD MAINTENANCE GARAGE AND HISTORIC TOWN HALL. STAFF DIRECTED TO INSTALL FENCING (to match MBI fencing) AS DIRECTED BY ADMINISTRATOR LEHNER. 3 AYES. MOTION CARRIED.

Much discussion as to the customer logs, times the Recycling Center is used and manned by staff. Winter is coming and it gets dark much sooner. Suggested to reduce the Recycling Center hours to 5:00 instead of 7:00 closing on Tuesday and Thursday, and to table the other hours until the October 10th meeting. Administrator Lehner to explore additional ways to utilize recycling staff.

MOTION BY MAYOR PILON, SECONDED BY RAINVILLE TO CHANGE THE CLOSING HOURS ON TUESDAY AND THURSDAY TO 5:00 P.M. AND HOURS ON SATURDAY 9:00-12:00 BEGINNING OCTOBER 1ST, 2023 UNTIL MORE CONCRETE WINTER HOURS CAN BE SET. 3 AYES. MOTION CARRIED.

FEES – Fees have been discussed multiple times during the budget work sessions as the city cannot continue to subsidize the Recycling Center. While we cannot review the entire fee schedule at this time, a few of the key items can be increased to cover the expenses to recycle or dispose of some of the items collected. Also discussed are to increase the fee for a liquor license in the City of Nowthen, as the city fee is substantially less than surrounding cities.

MOTION BY MAYOR PILON, SECONDED BY RAINVILLE TO INCREASE THE LIQUOR LICENSE FEE FROM \$1,500.00 TO \$2,500 FOR THE NEXT LICENSE RENEWAL PERIOD. 3 AYES. MOTION CARRIED.

MOTION BY RAINVILLE, SECONDED BY FLADEBO TO INCREASE FEES TO RECYCLE REGULAR CAR TIRES TO \$5.00, SEMI TIRES TO \$15, LARGE APPLIANCES (DEFINED AS REFRIGERATORS, STOVES, DISHWASHERS, WASHERS, DRYERS, AND WATER HEATERS) TO \$20 – COUNTER APPLIANCES TO REMAIN \$10.00. 3 AYES. MOTION CARRIED.

Discussion regarding mattress prices. The city of Nowthen is by far the least expensive in surrounding areas. Council Member Rainville will contact several disposal companies to find pricing to dispose / recycle mattresses and bring back a recommendation to increase that fee as well.

MOTION BY RAINVILLE, SECONDED BY FLADEBO TO ADJOURN.

The meeting adjourned at 8:37 pm.

Respectfully Submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

Nowthen City Council
October 10, 2023
Regular Meeting Minutes

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 7:02 pm.
All present recited the pledge of Allegiance.

Present: Mayor Pilon, Council Members Fladebo, Alders and Breyen.
Also Present: Administrator Lehner, Chief Deputy Jacobson, Planner Stockman and Deputy Clerk Johnson.
Excused Absence: Council Member Rainville and Chief Schmidt

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY FLADEBO TO ACCEPT THE AGENDA AS PRESENTED. 4 AYES. MOTION CARRIED.

2. PUBLIC HEARING

Opened at 7:05 p.m.

This public hearing is for Miscellaneous Special Assessments.

#1 – 5833 Norris Lake Road. \$1,639.06.

No progress on this property. No one here to dispute. Move forward with assessment.

#2 – 19144 Cleary Road. \$1,206.51

This property owner is working with Planner Stockman to clean up the property and has been told by the daughter-in-law that the clean-up will be completed by October 30th. The recommendation of Planner Stockman is on the assessment list and she can remove it before the list is certified if she is able to verify the property has come into compliance by October 30th.

***ACTION ITEM – PUT ON NOVEMBER AGENDA FOR REVIEW.**

#3 – 19960 St. Francis Blvd. \$6,139.27

No progress on this property. No one here to dispute. Move forward with assessment.

#4 – 19155 Burns Parkway. \$4,917.17

No progress on this property. No one here to dispute. Move forward with assessment.

#5 – 5270 189th Ave. \$620.50

Brian Weichelt, property owner at the meeting to dispute the charges.

Much discussion regarding the past citations and last year “waived” citations with conditions progress was to be made. Building inspections did not pass and the building permits have expired. The home is still uninhabitable. RV has been removed, but this property has been an issue since 2020. Planner Stockman’s recommendation is to waive \$200 of the fine for this item.

MOTION BY COUNCIL MEMBER ALDERS, SECONDED BY BREYEN TO REDUCE THE FINE TO \$420.50. 3 AYES, PILON, ALDERS AND BREYEN. NAY, FLADEBO. MOTION CARRIED.

Public Hearing closed at 7:49 p.m.

3. FLOOR ITEMS

None

4. CONSENT AGENDA

Mayor Pilon added 10.A.1. – Discuss Sam Corns Meeting Request

Add 10.B.3. – State Funds to be Allocated for Voting Operations, Technology, and Election Resources.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY FLADEBO TO APPROVE THE AGENDA AS AMENDED. 4 AYES. MOTION CARRIED.

5. ENGINEERING

City Engineer Shane Nelson presented the feasibility report and called for a Public Hearing for the recommended road improvement needed on Waco Street, Waco Drive, 182nd Ave. and Ventre Lane. Mr. Nelson explained that this is the first step in the 429 process that is required. The next step is two (2) public hearings. The first for the public to hear the plan, and the second to present solid numbers as what is presented today are estimates. Residents by challenge property values vs. assessment amount. 18 properties will be affected and benefit from this project. This project will be in cooperation with the City of Ramsey. The mayor noted that Ramsey residents will not be assessed because the City of Ramsey included road improvement in their levy and Nowthen does not; therefore, Nowthen residents will be assessed an approximate value of \$8,700 per property. The overall estimated cost of this project is \$752,000 with the city paying the majority of the costs with the residents paying 50% of the street replacement cost.

Discussion regarding reducing the width from 28" or 26", kinds of curb and gutter, culverts, assessments.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY FLADEBO TO APPROVE OF RESOLUTION 2023-XX RECEIVING FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING ON IMPROVEMENTS. 5 AYES. MOTION CARRIED.

***ACTION ITEM: GET PROPERTY OWNER LETTERS OUT AND PUBLIC HEARING NOTICES PUBLISHED.**

6. FIRE DEPARTMENT

For the month of September 2023, the Fire Department responded to 16 incidents (1 more than the previous month) with an average response time of 13 minutes and 3 seconds (16-second improvement from August). The average number of firefighters attending calls for service was 4. The Fire Department reports no dollar loss from fires during the month of September. The Fire Department assisted other agencies 2 times in the month (St. Francis once, and Ramsey once) and received assistance from St. Francis once in the month.

On September 3rd, the Fire Department was dispatched to the 6300 block of 218th Ave. NW for a reported Allergic Reaction after a bee sting. Prior to arrival, the patient self-administered an Epi-pen, as the patient had a known allergy with anaphylaxis to bee stings. Upon arrival, the patient's condition began to decline again. The Fire Department successfully administered a 2nd dose of Epinephrine. This incident is an excellent representation of the importance of carrying critical medications, that even though this patient had a prescription and was aware enough to be able to self-medicate, the duration of Epinephrine is very short (approximately 2-3 minutes) and having the capacity to provide further interventions made a difference in the outcome for this patient.

On September 4th, Anoka County Sheriff/St. Francis PD/Nowthen Fire responded to a report of a cardiac arrest with CPR in progress at the Bar None facility. On arrival of law enforcement, staff was providing chest compressions

to one of the residents at Bar None. Law enforcement established the patient did have a pulse (or return of a pulse) but noted the patient was not breathing. Law enforcement provided lifesaving interventions until the arrival of Nowthen Fire who assisted law enforcement with critical activities including the use of the powered suction device and the advanced airway known as an "I-Gel". Narcan was also provided intranasal. The patient was transported to the hospital by Allina EMS in serious condition.

On September 5th, the Fire Department, Anoka County Sheriff, and Allina Ambulance were dispatched to Pickerel Lake for a water rescue. Initial reports were that a boat had capsized, stranding a victim on top of the boat. Another victim was swimming for an island along with a stranded hunting dog. Nowthen Fire arrived initially and deployed their rescue boat. They were able to recover both victims and the dog. The area of rescue was a significant distance from the launch. Assistance was utilized by ACSO with their boat as well to recover floating items and ultimately tow the boat and recovered victims to shore. No injuries reported. On the positive side, responders were also able to assist with the recovery of hunting equipment including guns, a portable gas can (pollutant), decoys and recovered game.

On September 30th, the Fire Department, along with ACSO Deputies and Allina responded to a report of an accident with injuries on the 22400 block of St. Francis Blvd. Initial reports were that two vehicles collided head on. The Fire Department and deputies were already responding to the Bar None facility when the accident occurred. Fire personnel provided traffic control assistance on St. Francis Blvd. as the patients were attended to by Allina EMS.

All of the new recruits have started their training. The recruits are currently enrolled in an EMT course being delivered through Allina EMS and are in class every Tuesday and Thursday evening.

The Fire Department open house during Heritage Days went very well. Unfortunately, the weather in the later part of the day did not cooperate for the fireworks display.

7. SHERIFF'S DEPARTMENT

Calls for Service

Sheriff's Deputies responded to 129 calls for service. Total for 2023 is 1,171 calls, which is 106 calls over the 2022 year to date total.

August 2023 calls for service included:

- 4 to Bar None
- 5 Alarms
- 8 Medicals
- 6 Animal Complaints

Bar None

On 09/04/2023 at 11:14 PM deputies responded to the Bar None campus on a report of a 16-year-old male not breathing. Arriving, deputies found the victim had a pulse, but was not breathing adequately. First responders recognized a possible overdose situation. Deputies administered Narcan and Nowthen FD arrived and placed an advanced airway in the victim. The victim began to recover on scene and was transported to a nearby hospital for additional care.

Noteworthy Incidents

On 09/05/2023 at 2:29 PM, deputies responded to the area of Viking Blvd. NW near Highway 47 on a report of a 2002 GMC Sierra truck that was driving recklessly and passing on the shoulder. A deputy located the vehicle and observed it completing an unsafe pass. The deputy stopped the vehicle in the area of Viking Blvd. NW at Rum River Blvd. NW. The deputy made contact with the driver, an adult female, and she showed signs of alcohol impairment. She was subsequently arrested for DWI and tested at double the legal limit. She was booked at the Anoka County Jail.

On 09/20/2023 at 8:25 PM, deputies responded to the 6100 block of Viking Blvd. NW on a report of a vehicle that had rolled over into the ditch. The first arriving deputy located a 1996 F350 rolled over onto the top of the cab. Deputies found the vehicle unoccupied. Fearing someone may have been ejected from the vehicle, extensive resources were called to assist the Nowthen squad, including a total of 12 squads, a drone from the Coon Rapids Police Department and resources from Nowthen FD. A tow from Northstar Towing was also called to the scene to see if anyone was trapped under the vehicle. Ultimately, no one was located. The vehicle was towed and held for proof of ownership.

On 09/27/2023 at 10:47 PM deputies responded to the 6100 block of Viking Blvd. NW on a report of a rollover crash with injuries. The reporting party indicated she was westbound on Viking Blvd. NW when a 2007 Ford F150 passed her at a high rate of speed, lost control, slid sideways, and left the roadway and rolled into the south ditch. The driver of the F150, an adult male, suffered minor injuries but showed significant signs of impairment. He was ultimately arrested for DWI and tested at .23 BAC. He was booked at the Anoka County Jail.

ACSO Open House – more than 1,000 people came to see us at the 2023 Open House.

Nowthen Heritage Festival – ACSO joined the Heritage Festival and we had squads on display, our patrol boat on display, and also hosted two K9 Demos with Diesel and his handler, Deputy Jesse Cutler.

Recent ACSO Awards:

Det. Jesse Standal from the Criminal Investigations Division received the Minnesota Sex Crimes Investigator of the Year award at this year's annual conference for his work on a child sexual assault investigation.

The Midwest Regional Forensic Lab received the Project Foresight Maximus Award. The award is given to the top 15 performing forensic labs in the world.

Deputy Cole Brownfield was named a 2022 DWI All Star Honorable Mention by the Minnesota Department of Public Safety for his efforts in DWI enforcement last year.

The ACSO SWAT team was awarded top overall team and top Iron Man team at their 2023 annual training at Camp Ripley.

Pink Patch Sales – ACSO is selling pink patches to the public for \$10 each for Breast Cancer Awareness Month. We are helping raise money to support Firefly Sisterhood, a local organization that provides one-to-one social and emotional support to women who have been impacted by a breast cancer diagnosis.

Update on SRO's in schools: ACSO has several SRO officers in the county. With the legislation changing regarding the use of force, there is too much confusion. ACSO will still respond to school emergencies, but there does need to be a resolution. Council Member Breyen spoke with Representative Novotny and spent Wednesday morning listening to a session at the capital regarding this issue. There is a bill being drafted to amend this law.

8. PLANNING AND ZONING

a) Consider Approval of an IUP to allow the Leasing of Outdoor Storage Space at 7411 181st Ave NW.

The council is aware there were surrounding residents at the public hearing in opposition of this IUP. Planner Stockman was presented with a letter from the property owner, stating she does not believe that November 15, 2023 is enough time to remove items required to be removed and requests an extension to May 1, 2024.

Discussion regarding the outdoor storage happening on the property without an IUP allowing the outdoor storage of equipment and vehicles for the lessee, John VonDelinde. Much discussion around finding a

solution by selling unlicensed vehicles and equipment, moving remaining equipment and licensed vehicles to the northwest side of the property further away from the Howards property and to have it all located on .25 of an acre, fenced so the neighbors do not need to view it. Recommendation to move forward with the IUP, give Mr. VonDelinde until November 15th to remove the items, less the approved items on the updated facts and findings that Planner Stockman will send out, vehicles remaining must be licensed, and a temporary fence must be built to hide the items remaining. All outdoor storage to be removed by May 1, 2024. If Mr. VonDelinde does not comply with the facts and findings, the property will receive an administrative notice with two weeks to comply with the initiate abatement. Planner Stockman also mentioned she would like to have a work session regarding code enforcement to receive clear steps from the council as to how to move forward with properties that are not in compliance.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY ALDERS, TO APPROVE AN IUP TO ALLOW THE LEASING OF OUTDOOR STORAGE SPACE AT 7411 181ST AVE NW WITH THE CONDITIONS SET FORTH IN THE FACTS AND FINDINGS WITH THE CHANGES MADE TONIGHT REGARDING A FENCE IS NEEDED, .25 OF ACRE TO BE USED FOR STORAGE ON THE NW SIDE OF THE PROPERTY, UNLICENSED EQUIPMENT TO BE REMOVED BY NOVEMBER 15TH, 2023 AND ALL ITEMS REMOVED BY MAY 1, 2024. 4 AYES. MOTION CARRIED.

- b) Consider Approval of a Variance to allow the location of a 3,200 SF Accessory Building within the “Front” Yard of this corner lot at 7700 188th Lane NW.

It is a unanimous recommendation from the Planning and Zoning commission to approve this variance and there were no residents at the public hearing in opposition.

MOTION BY COUNCIL MEMBER ALDERS, SECONDED BY BREYEN TO APPROVE THE MOAN VARIANCE SUBJECT TO THE CONDITIONS AS OUTLINED IN THE ATTACHED FINDINGS OF FACT. 4 AYES. MOTION CARRIED.

- c) Consider Approval of a Variance to allow the addition of a Front Porch at 8766 Norris Lake Road.

It is a unanimous recommendation from the Planning and Zoning commission to approve this variance and there were no residents at the public hearing in opposition.

MOTION BY COUNCIL MEMBER FLADEBO, SECONDED BY ALDERS TO APPROVE THE MOAN VARIANCE SUBJECT TO THE CONDITIONS AS OUTLINED IN THE ATTACHED FINDINGS OF FACT. 4 AYES. MOTION CARRIED.

- d) Consider Approval of a Moratorium on the Leasing of Building or Land as part of Extended Home Occupations.

The Ordinance is confusing and not clear relating to land and leasing as part of home occupations. By approving this moratorium, it gives the city time to clean up this ordinance.

MOTION BY COUNCIL MEMBER ALDERS, SECONDED BY BREYEN TO APPROVE THE MORATORIUM, THEREBY PROHIBITING ANY LEASING OF BUILDINGS OR LAND AS PART OF THE EXTENDED HOME OCCUPATIONS FOR A PERIOD OF ONE (1) YEAR AND DIRECT THE PLANNING AND ZONING COMMISSION

**TO STUDY THE NEED FOR REFINEMENT AND CLARIFICATION OF STANDARDS IN SECTION 11-4-3B. 4 AYES.
MOTION CARRIED.**

9. ADMINISTRATOR UPDATE

- a) Administrator Lehner let the council know that Ride to End Alzheimer's is coming through Nowthen on 10/14/23.
- b) Administrator Lehner let the council know that the ACSO Marine Unit will be training at Twin Lakes Park on 10/19/23.
- c) Discussion regarding the steps to request a work session going forward.
 1. Know the request or action requested of the council.
 2. RCA/Resolution with back up information to be drafted by person requesting the "action".
 3. If an ordinance changes or document changes – have a red-lined copy of requested changes.
 4. Send all the information out to the council for review and questions.
 5. Then a work session date will be sent.

If a resident brings a floor item with something to be addressed, council will "direct" staff with a motion and vote to gather information for an RCA and a Resolution if needed.

6. Recycling Day is Saturday 10/14/23 8:00 a.m. – 1:00 p.m. There will be limited staff due to cost. The council members volunteering are Mayor Pilon, Council Members Rainville, Fladebo, and Breyen.

10. CITY COUNCIL- OLD BUSINESS

- a) Sam Corns concerns and work session requested.

Discussion about what does Sam really want from the council. This is an issue between neighbors, he has filed a complaint. Steps have been followed. He does not like the answers he has received so he has gone through city staff, the mayor, and now 4 of the 5 council members. He has made accusations against staff, our city prosecuting attorney, city subcontractors, etc. He wants a meeting to have a "conversation" with the council and will not pay the \$500 fee associated with having a work session to address his concerns. If the council waives his fee, will every resident with a complaint get the fee waived if they want to "talk" to council? This situation has cost the city quite a bit of taxpayer money. In addition to the cost of having the meeting, paying Planner Stockman, Attorney Glaser, Administrator Lehner, and Deputy Clerk Johnson at the meeting, there has been the cost of phone calls, documentation, meetings, that have accrued. Does the city and its taxpayers really want to continue this disruption with Mr. Corns? Most residents here want to be left alone, raise families and be safe. Council Member Breyen is not comfortable without any more information to substantiate his claims, Council Member Alders is not either, it could get out of hand, and it seems the city will never be able to satisfy Mr. Corns. The goal of code enforcement is to resolve issues before it gets to the council members. In the end, council members decided to have council members Fladebo and Breyen convene and go through the documentation from Planner Stockman and Administrator Lehner, to make a recommendation to state yes, we should have a meeting or no, a meeting is not needed, and council member Alders asked to have the fee included in the recommendation. If a meeting is recommended, it will be October 16, 2023 at 5:00 p.m.

11. CITY COUNCIL- NEW BUSINESS

- a) Discussion about price increases to the recycling of mattresses and comparison to other recycling locations & hauling costs.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY FLADEBO TO INCREASE MATTRESS PRICES TO \$50 PER MATTRESS EFFECTIVE NOVEMBER 1, 2023. 4 AYES. MOTION CARRIED.

- b) Discussion to discontinue to accept commercial cardboard recycling as review of SCORE grant does not reimburse the city for commercial recycling.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY FLADEBO TO TABLE DISCUSSION REGARDING DISCONTINUING TO RECYCLE COMMERCIAL BUSINESS CARDBOARD. 4 AYES. MOTION CARRIED.

- c) Discussion regarding State Allocated funds for voting operations, technology, and election resources.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY FLADEBO TO AUTHORIZE ADMINISTRATOR LEHNER TO EXECUTE THE VOTING OPERATIONS, TECHNOLOGY, AND ELECTION RESOURCES (VOTER) ACCOUNT COUNTY – MUNICIPALITY AGREEMENT. 4 AYES. MOTION CARRIED.

***ACTION ITEM: DEPUTY CLERK JOHNSON TO VERIFY THE COUNTY IS USING THE CORRECT CENSUS NUMBERS OR PROJECTIONS FOR THE ALLOCATION TO NOWTHEN.**

ITEMS REMOVED FROM CONSENT AGENDA

- 4a) Mayor Pilon addressed that there are Action Items in meeting minutes. Such as:

- When will the council meet the newly hired firefighters?
- What is the status of the Human Foosball court and materials?
- Have the assessment notices been processed?
- What is the status of the hockey rink lights, how much work?

How will staff get these on an action item list so things do not get lost along the way?

MOTION BY MAYOR PILON, SECONDED BY COUNCIL MEMBER BREYEN TO TABLE APPROVING MEETING MINUTES PRESENTED IN THE CONSENT AGENDA 4A UNTIL A PROCESS FOR ACTION ITEMS IS DEVELOPED. 4 AYES. MOTION CARRIED.

MOTION BY COUNCIL MEMBER FLADEBO, SECONDED BY BREYEN TO ADJOURN.

The meeting adjourned at 10:35 p.m.

Respectfully Submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor



SIGN - IN SHEET

Meeting: Regular Meeting Date: 10/10/23

PLEASE PRINT

	NAME	ADDRESS
1.	<i>Richard H... ..</i>	<i>19838 Wenzon, SE NW</i>
2.	<i>Tom Olson</i>	<i>7561 181st Ave NW</i>
3.	<i>Eric Moon</i>	<i>7700 188th LN NW</i>
4.	<i>Jim Sadler</i>	<i>21146 St Francis Blvd</i>
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SHARON A PAONE

10-10-23

7411 181 AVE NW

NOWTHEN MN 55303

TO: THE CITY OF NOWTHEN MN 55303

PLANNING AND ZONING COMMISSION:

REGARDING REDOMMEDATIONS FOR INTERN USE PERMIT FOR OUT-DOOR STORAGE.

NUMBER 14. THIS INTERIM USE APPROVED BY THE CITY COUNCIL MUST BE EXERCISED OR PUT INTO EFFECT NO LATER THAN NOVEMBER 15, 2023, BY FULFILLING EACH AND EVERY CONDITION ATTACHED THERETO, OR IT SHALL TERMINATE , UNLESS A REQUEST IS SUBMITTED TO THE CITY IN WRITING NO LESS THAN THIRTY [30] DAYS PRIOR TO THE DEADLINE.

DUE TO WINTER APPROCHING. I DO NOT BELIEVE THIS AMOUNT OF TIME IS ENOUGH TO COMPLETE THIS TASK. I REQUEST THAT NUMBER 14. BE ELIMINATED. TO ALLOW TIME FOR THE LARGE AMOUNT OF EQUIPMENT NEEDED TO BE SOLD AND REMOVED FROM THIS PROPERTY. I REQUEST AN EXTENSION THAT EXTENDS TO THE PERMIT TERMINATION DATE OF MAY 1, 2024.

CONSIDER THIS REQUEST ON OCTOBER 10, 2023 LESS THAN THIRTY [30] DAYS PRIOR TO THE DEADLINE OF NOVEMBER 15,2023.

SINCERELY

SHARON A PAONE

A handwritten signature in cursive script, appearing to read "Sharon Paone", written in black ink.

Nowthen City Council
October 16, 2023
Work Session Meeting Minutes

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 5:02 pm.

All present recited the Pledge of Allegiance.

Present: Mayor Pilon, Council Members Fladebo, Rainville, Alders and Breyen.

Also Present: Administrator Lehner, Planner Stockman, City Prosecuting Attorney Glaser, and Deputy Clerk Johnson.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY PILON TO ACCEPT THE AGENDA AS PRESENTED. 5 AYES. MOTION CARRIED.

2. ADDRESS SAM CORNS CONCERNS

Mayor Pilon instructed Council Member Alders to please record any action items from tonight's meeting.

Mr. Corns came to the front to address the council with his questions and concerns. He stated he understands the "Floor Item" process but would like to know how residents are able to communicate with council members, how complaints are handled, etc.

The City Council addressed the processes with Mr. Corns.

1. Residents may always contact council members. If it is a complaint, the resident will be told to complete a complaint form with city staff.
2. The city administrator is notified of all complaints, Mr. Lehner supervises the city staff and works with all the city subcontractors. It is the Administrator's job to work with residents, staff, and subcontractors in a professional manner.
3. Complaints are handled the same. They come in, they get investigated, they get resolved or cited, and then the complaint is closed. The process has tightened up with a more detailed complaint form rather than being vague. If the resident does not comply with the code complaint, the property can be cited and assessed to property taxes.
4. Mr. Corns' complaint came in during staff transition; however, it has been closed as the resident he complained about is in compliance according to the city administrator and the code compliance officer, Planner Stockman.
5. The administrator gives weekly updates to the council; however, they will not always know every detail going on in the city. In most cases, the city council will not overturn the decision of the professional contractors and/or the city administration.
6. Much of the time, complaints do not escalate to the level this has with Mr. Corns.

7. The City Prosecuting Attorney Glaser explained to Mr. Corns that any resident can make a complaint, but that does not give that resident the right to be updated on every step of the investigation or the outcome. The resident's position in the complaint ends at the completion of filing the complaint.

Council Member Alders asked Mr. Corns what the objective of the meeting should be. His complaint went through the process, he didn't like the answers, but the answers will not change. The complaint was addressed and resolved. The septic system was certified compliant by a licensed septic system contractor, and it is compliant. There ends the alleged issue. Mr. Corns then stated he had nothing further for the council.

MOTION TO ADJOURN BY COUNCIL MEMBER BREYEN, SECONDED BY RAINVILLE.

The meeting was adjourned at 5:57 p.m.

DRAFT



SIGN - IN SHEET

Meeting: 10/16/23 Workshop Date: 10/16/23
Sam Corns Concerns

PLEASE PRINT

	NAME	ADDRESS
1.	Heidi McCormick	19175 Burns Parkway
2.	John McCormick	19175 Burns Parkway
3.	Dana Henjum	21245 Gypsy Valley Road
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FLOOR ITEMS

SIGN - IN SHEET

Meeting: Work Session; Date: 10/16/23
Sam Combs concerns

PLEASE PRINT

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CITY OF NOWTHEN TREASURER'S REPORT

October 31, 2023

CASH:

Submitted By: Natalie Johnson

DATE	LOCATION	ACCT. TYPE	Interest Earned	BALANCE
10/31/2023	Pine River State Bank	Checking Acct.		\$75,821.46
10/31/2023	PMA Financial Network	CD's Fixed Income		\$2,859,920.25
10/31/2023	4M, 4MP & GO Funds	Money Market Fund	\$0.00	\$307,552.44
				\$3,243,294.15
YTD Outstanding Chks				\$ (8,041.54)
Adjusted Bank Total				\$ 3,235,252.61
SCHEDULE 1 Ending Balance:				\$ 3,235,252.61



REQUEST FOR COUNCIL ACTION

Agenda Item: 3c	Department: ADMINISTRATION	Requested Council Meeting Date: November 14, 2023	Submitted By: LORI YAGER RTY CONSULTING
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TITLE OF ISSUE:
2023 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: 2023 Third quarter Financial report

Memorandum

Date: 10/10/23
To: Mayor and Councilmembers and City Administrator
From: Lori Yager – RTY Consulting
RE: September 2023 Financial Report

Attached are financial reports for the period ending September 30, 2023, 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 down (17%) over 2022 because of not receiving ARPA funding in 2023. The city has received all its' ARPA funds. The city does anticipate receiving additional state aid by December 2023. Property tax revenues are up 5% - \$48,070, fines & forfeitures are up 24% - \$1,523 and interest earnings are up 117% \$10,567 compared to 2022.

GENERAL FUND EXPENDITURES

General fund expenditures are up only 2.6% or \$37,996 over last year. All departments, except elections, Accounting and Building Inspections are under the 2023 budget amounts. The city is at 71% of the 2023 budget.

Looking at specific categories, Personal Services are up 32% or \$102,000 over 2022. This is the result of filing the open Administrator position and additional staffing. Supplies are down (17%) or (\$17,200). Professional Services are down (\$97,000) over 2022 which is primarily associated with elimination of the temporary administrator. Utilities/maintenance expenditures are up about \$14,000 over 2022. Increases in operating costs are the primary cause of this increase. Sheriff contract increased \$76,000 while Fire expenditures are down (\$35,000) as of September.

OTHER GOVERNMENTAL FUNDS

The City is currently using reserves in all funds except park capital.

RECYCLING FUNDS

City Recycling funds reflect a larger operating loss at this time compared to previous years. The cardboard baler repair was \$9,300. The city is also allocating a portion of clerical expenses to the recycling fund. Recycling revenues are down (\$4,000) compared to last year at this time. County grant funds are anticipated to help cover most expenditures in 2023.

GENERAL COMMENTS

Total cash and investments are down about (\$764,000) compared to 2022. The city continues to spend some of its' reserves as planned. Returns on investments have improved greatly.



City of Nowthen

2023

3RD QUARTER

FINANCIAL REPORT

CITY OF NOWTHEN – BIG PICTURE

Total city revenues through September are down (\$249,000) because the final distribution of ARPA funds were received in 2022.

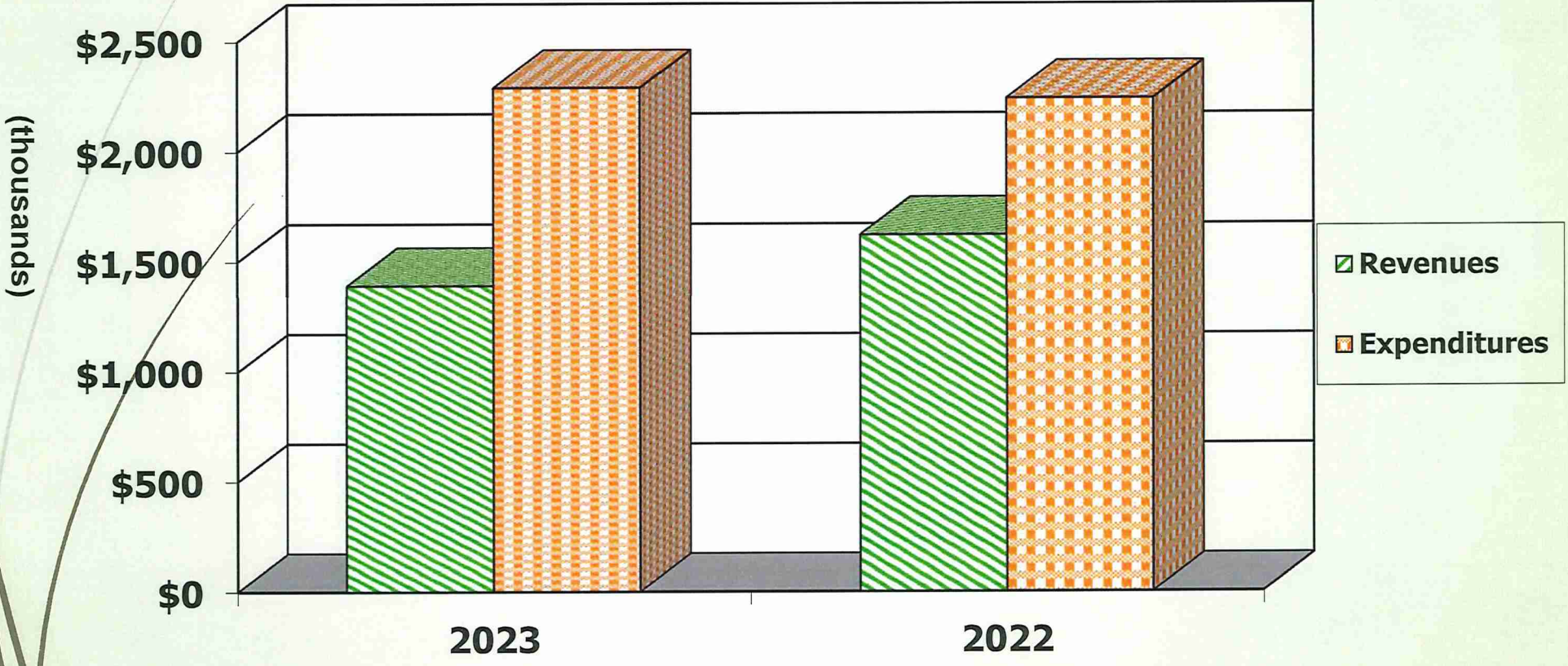
Total city disbursements are up only about \$38,000 compared to the same time in 2022.

General fund salary and benefits are up about \$102,000. Accounting services have increased \$25,000. Professional services are down (\$122,000) and the Sheriff contract increased \$76,000.

Debt service expenditures are up \$186,000.

Equipment Replacement fund disbursements are down about (\$339,000) from 2022 when the down payment for the fire truck occurred.

Total current and historic revenues and expenditures as of 3rd Qtr.



GOVERNMENTAL FUNDS

Assets are **\$3,983,000**

\$3,225,000 in **Cash & Investment's**

\$ 312,000 in **Long-term receivables**

\$ 446,000 in **Prepaid expenditures**

Liabilities are **\$341,000**

\$ 27,000 in **Current Payables**

\$312,000 in **Deferred revenues**

Fund Balances are **\$3,644,000**

\$1,116,000 is **restricted or assigned**

\$2,528,000 is **unassigned or available**

GENERAL FUND



General fund revenues DOWN (\$249,000) over 2022.

Property tax revenues are up \$48,000

Interest earnings are up \$11,000

Intergovernmental revenues down (\$281,000)

Planning & Zoning fees are down (\$14,000)

Permits & Licenses are down (\$19,000)

Other receipts are up \$6,000

General fund expenditures UP \$38,000 over 2022.

Personal Services up \$102,000

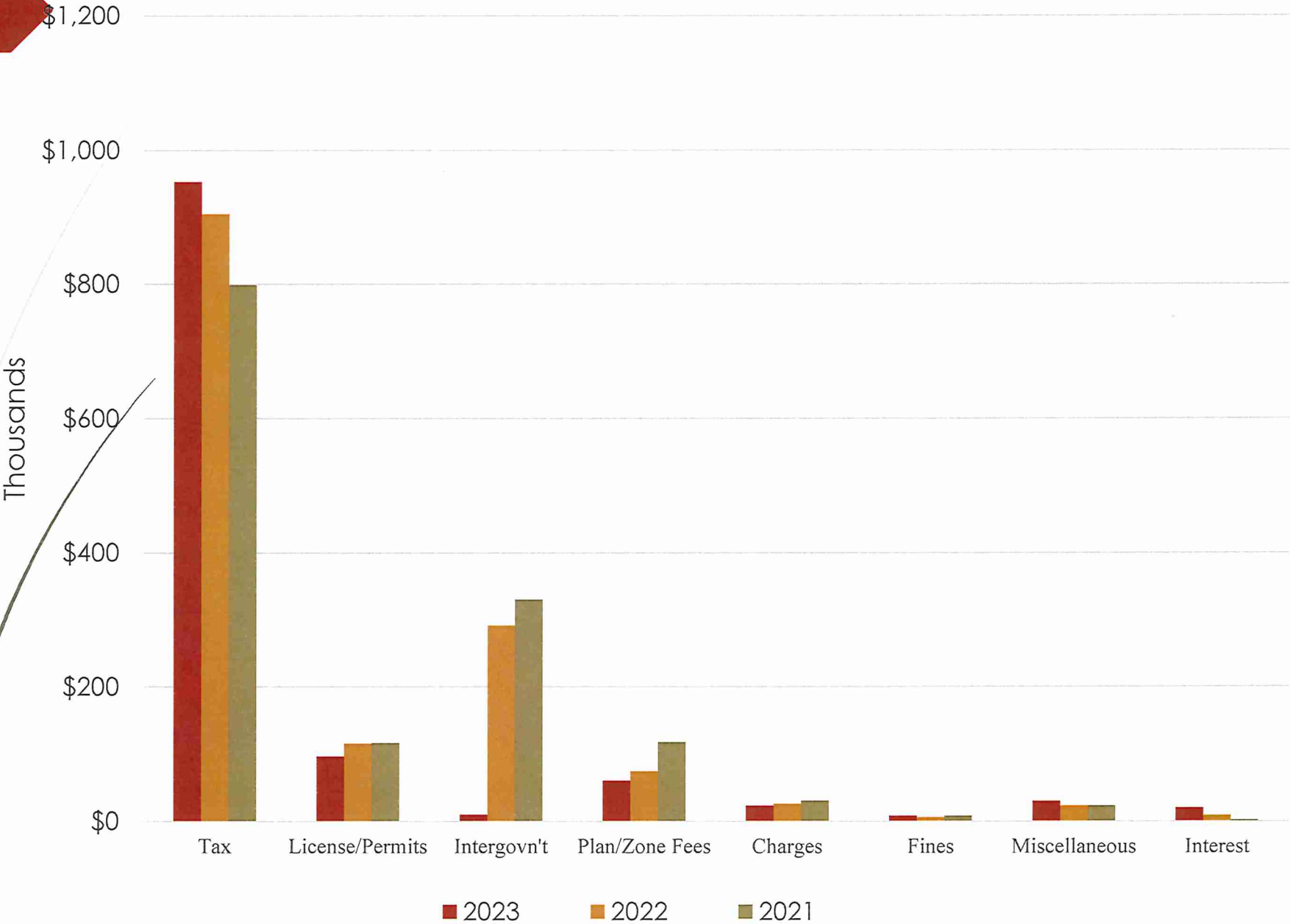
Sheriff Contract is up \$76,000

Professional Services down (\$97,000)

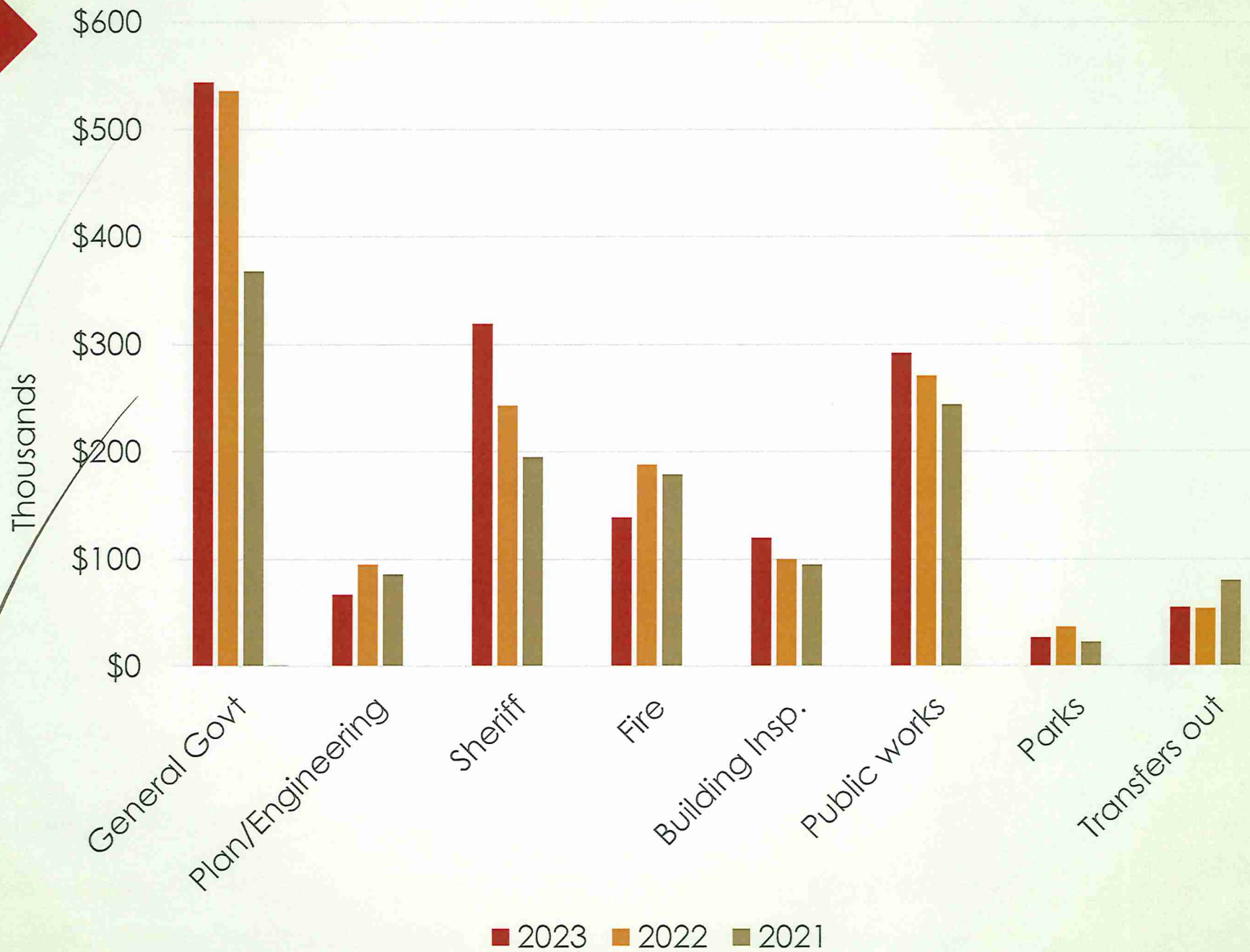
Fire down (\$35,000)

Other expenditures down (\$8,000)

GENERAL FUND REVENUES

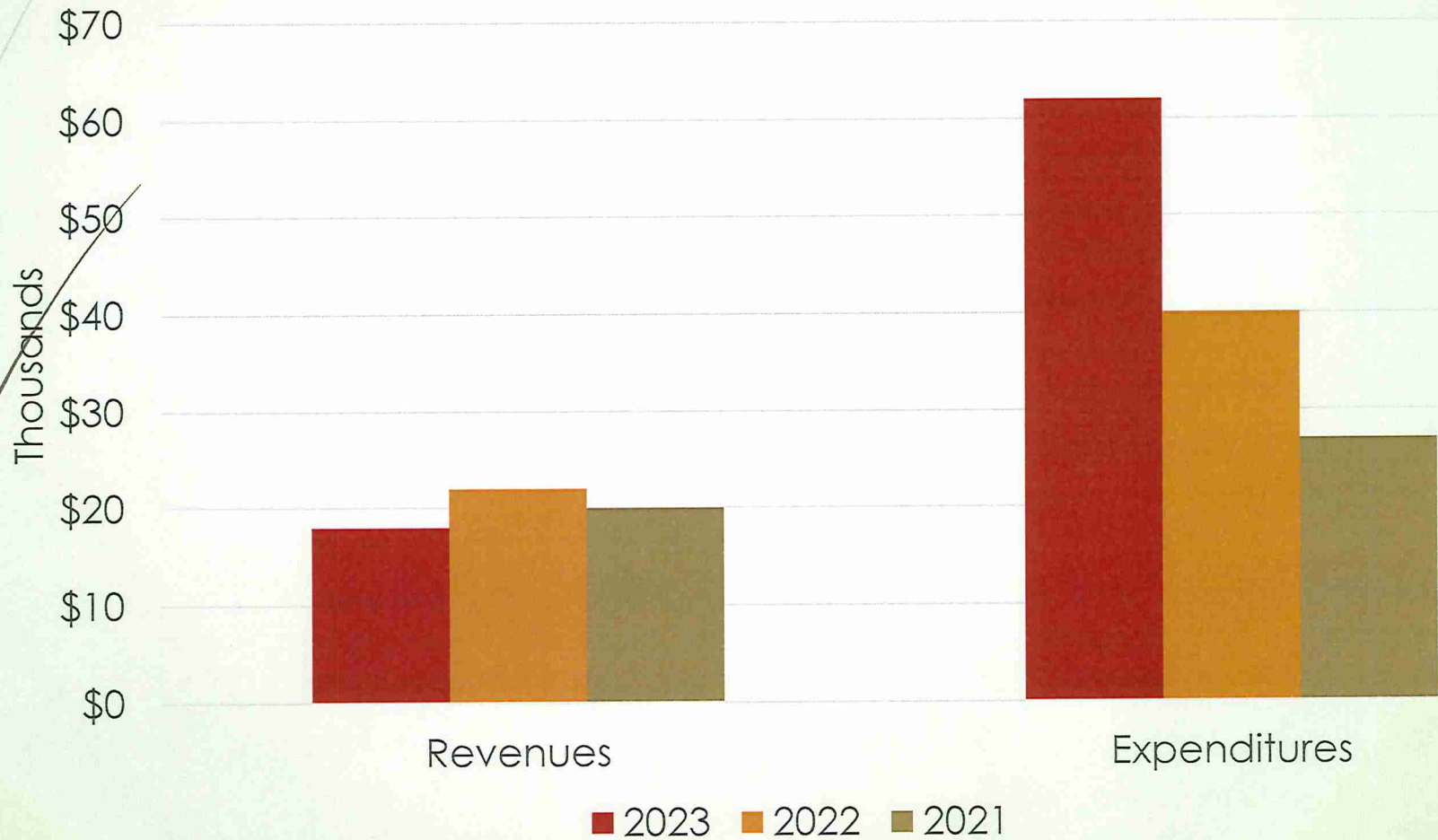


GENERAL FUND EXPENDITURES



Recycling will receive county funding offsetting any current losses.

RECYCLING ACTIVITY as of September 30th



EQUIPMENT FUNDS

- A truck for public works \$117,000
- Hoses and a gear dryer for fire, \$17,000
- Turnout gear for fire \$17,000

CAPITAL FUNDS

- \$66,000 has been expended for improvements to city hall and town hall.
- \$57,000 has been expended for street improvements.



CASH AND INVESTMENTS

Total cash and investments are down about (\$764,000) compared to September 30, 2022, from \$4,118,000 to \$3,353,000.

Decrease is associated with spending in the general fund and debt service funds.

CITY OF NOWTHEN

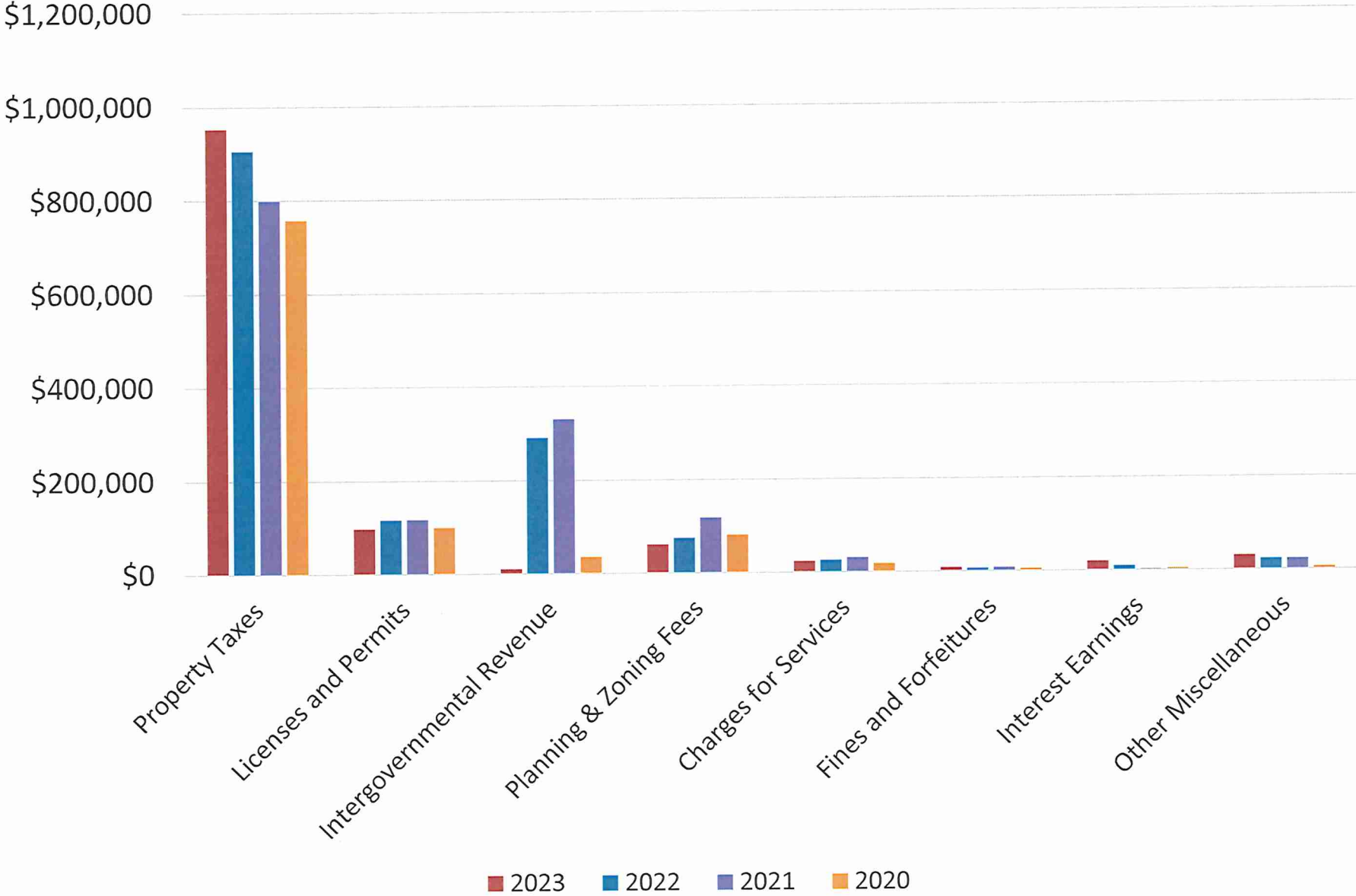
2023 BUDGET TO ACTUAL - SEPTEMBER

GENERAL FUND

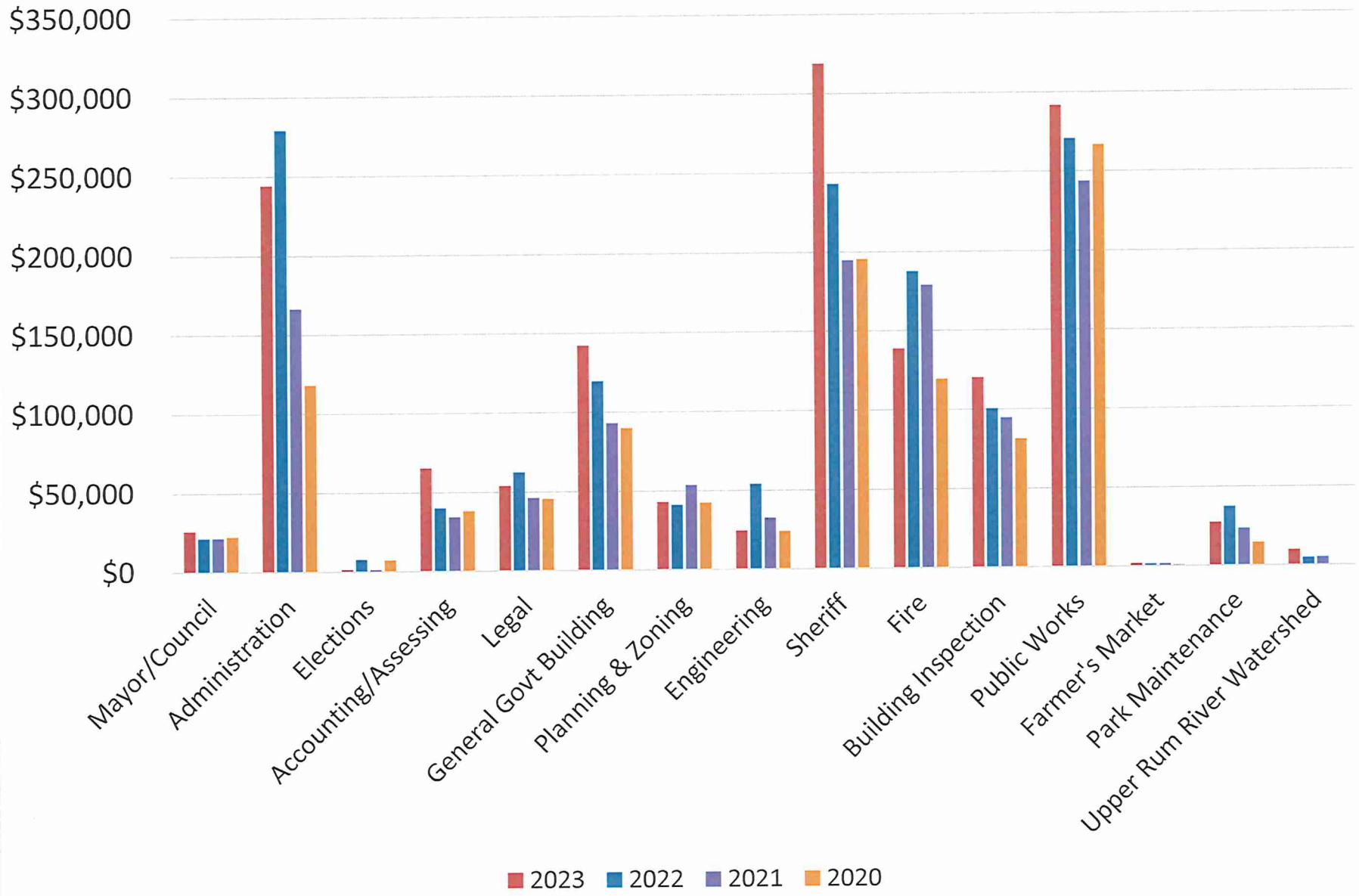
Year To Date 9 Months 75% of Year

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>% Received/ Expended 2023</u>
<u>Revenues</u>			
Property Taxes	\$ 1,702,905	\$ 952,547	55.94%
Licenses and Permits	117,550	97,185	82.68%
Intergovernmental Revenue	300	9,518	3172.67%
Planning & Zoning Fees	105,000	61,149	58.24%
Charges for Services	30,685	23,342	76.07%
Fines and Forfeitures	8,900	7,739	86.96%
Interest Earnings	6,000	19,605	326.75%
Other Miscellaneous	31,500	30,383	96.45%
Total	\$ 2,002,840	\$ 1,201,468	59.99%
<u>Expenditures</u>			
Mayor/Council	\$ 31,660	\$ 25,949	81.96%
Administration	402,230	244,323	60.74%
Elections	1,000	1,103	110.30%
Accounting/Assessing	59,550	65,310	109.67%
Legal	83,000	53,833	64.86%
General Govt Building	143,495	142,044	98.99%
Planning & Zoning	61,500	42,870	69.71%
Engineering	47,000	24,384	51.88%
Sheriff	411,835	318,990	77.46%
Fire	259,765	138,635	53.37%
Building Inspection	113,500	119,937	105.67%
Public Works	445,010	291,585	65.52%
Farmer's Market	2,500	1,512	60.48%
Park Maintenance	50,550	27,412	54.23%
Upper Rum River Watershed	10,000	9,866	98.66%
Contingency	10,000	0	0.00%
Total	\$ 2,132,595	\$ 1,507,753	70.70%
Transfers In	1,065	1,065	100.00%
Transfers Out	(75,000)	(56,250)	75.00%
Total Other Sources	(73,935)	(55,185)	74.64%
Sources (Uses) of Fund Balance	(\$203,690)	(\$361,470)	177.46%

Revenues



Expenditures by Department



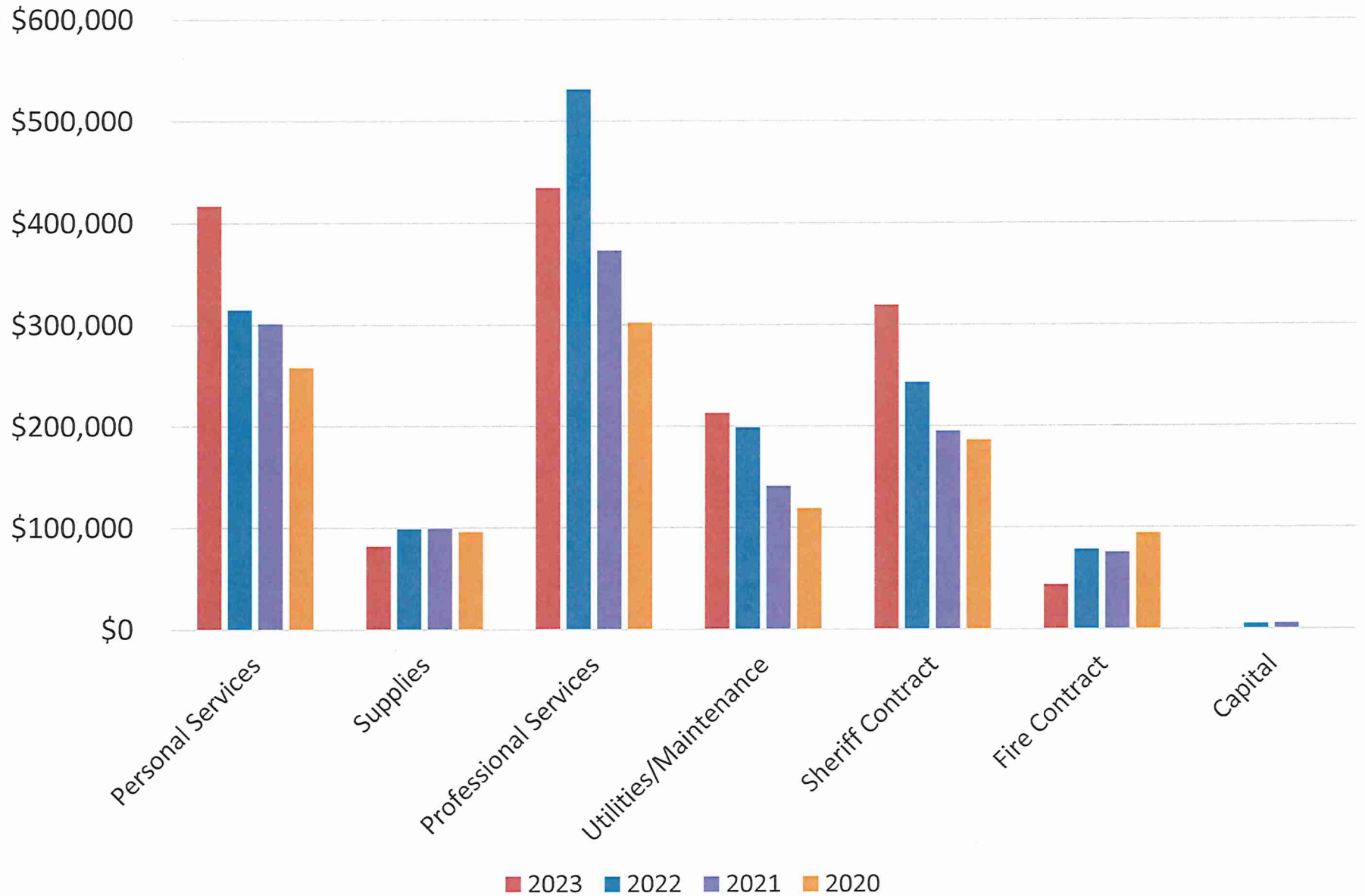
CITY OF NOWTHEN

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

GENERAL FUND

Revenues	2023	2022	2021	2020
Property Taxes	\$952,547	\$904,477	\$799,059	\$756,960
Licenses and Permits	97,185	\$116,214	\$116,784	\$99,024
Intergovernmental Revenue	9,518	\$290,580	\$329,871	\$35,178
Planning & Zoning Fees	61,149	\$74,940	\$117,661	\$80,662
Charges for Services	23,342	\$25,719	\$31,003	\$17,533
Fines and Forfeitures	7,739	\$6,216	\$7,801	\$4,321
Interest Earnings	19,605	\$9,038	\$1,631	\$3,051
Other Miscellaneous	30,383	\$23,269	\$22,894	\$5,211
Total Revenues	\$1,201,468	\$1,450,453	\$1,426,704	\$1,001,940
Expenditures				
Personal Services	\$416,749	\$314,921	\$301,442	\$257,846
Supplies	81,689	98,893	99,334	95,932
Professional Services	434,324	531,368	372,805	301,894
Utilities/Maintenance	212,658	198,668	140,956	118,707
Sheriff Contract	318,990	243,064	194,772	185,737
Fire Contract	43,343	77,922	75,069	94,243
Capital	0	4,921	5,469	0
Total Expenditures	1,507,753	1,469,757	1,189,847	1,054,359
TRANSFERS IN/OUT	(55,185)	(54,375)	(79,875)	(140,625)
Sources of Fund Balance	(\$361,470)	(\$73,679)	\$156,982	(\$193,044)

Expenditures by Category



CITY OF NOWTHEN

2023 FINANCIAL REPORT - SEPTEMBER

STATUS OF CASH BALANCES

<u>Fund</u>	Beginning Balance <u>1/1/2023</u>	Balance <u>9/30/2023</u>	Difference from prior year at <u>same time</u>	Balance <u>9/30/2022</u>
General Fund	\$ 1,420,006	\$ 1,058,536	\$ (123,653)	\$ 1,182,189
Debt Service funds	628,326	426,548	(82,838)	509,386
Park Capital Fund	275,368	280,253	2,960	277,293
Capital Improvement Funds	185,882	113,069	(73,764)	186,833
Road & Bridge Improvement Fund	1,064,841	1,023,630	(273,990)	1,297,620
Equipment Funds	583,686	346,706	(254,448)	601,154

CASH AND INVESTMENTS - ALL FUNDS

	<u>9/30/2023</u>	<u>9/30/2022</u>	
Total City Cash & Investments	\$ 3,353,409	\$ 4,117,681	\$ (764,272)

CITY OF NOWTHEN

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

GENERAL FUND

Receipts	2023	2022	2021	2020
Property Taxes	\$952,547	\$904,477	\$799,059	\$756,960
Licenses and Permits	97,185	116,214	116,784	99,024
Intergovernmental Revenue	9,518	290,580	329,871	35,178
Planning & Zoning Fees	61,149	74,940	117,661	80,662
Charges for Services	23,342	25,719	31,003	17,533
Fines and Forfeitures	7,739	6,216	7,801	4,321
Interest Earnings	19,605	9,038	1,631	3,051
Other Miscellaneous	30,383	23,269	22,894	5,211
Total	\$1,201,468	\$1,450,453	\$1,426,704	\$1,001,940
Disbursements				
Mayor/Council	\$25,949	\$21,433	\$21,509	\$22,301
Administration	244,323	279,119	166,438	117,969
Elections	1,103	7,633	926	7,124
Accounting/Assessing	65,310	39,939	34,232	37,945
Legal	53,833	62,535	46,184	45,486
General Govt Building	142,044	119,420	92,970	89,555
Planning & Zoning	42,870	40,952	53,489	42,204
Engineering	24,384	53,933	32,488	24,029
Sheriff	318,990	243,064	194,771	195,378
Fire	138,635	187,508	178,773	119,053
Building Inspection	119,937	100,277	94,587	81,250
Public Works	291,585	270,568	243,867	266,642
Farmer's Market	1,512	1,330	1,270	480
Park Maintenance	27,412	37,358	23,459	14,584
Upper Rum River Watershed	9,866	4,688	4,884	0
Total	\$1,507,753	\$1,469,757	\$1,189,847	\$1,064,000
Transfers In/Out	(55,185)	(54,375)	(79,875)	(140,625)
Sources (Uses) of Fund Balance	(\$361,470)	(\$73,679)	\$156,982	(\$202,685)

CITY OF NOWTHEN

2023 FINANCIAL REPORT - SEPTEMBER

RECYCLING FUND

Year to Date, SEPTEMBER 30, 20XX

Receipts	<u>2023</u>	<u>2022</u>	<u>2021</u>
County Reimbursement	\$60	\$85	\$0
Recycling Proceeds	<u>17,919</u>	<u>21,948</u>	<u>19,758</u>
Total Revenue	17,979	22,033	19,758
Disbursements			
Personal Services	35,440	21,701	14,127
Supplies	2,156	223	450
Professional	870	3,105	0
Utilities/Maintenance	13,417	10,519	4,489
Recycling Hauler	9,678	4,552	8,354
Capital	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	61,561	40,100	27,420
Operating Income (loss)	(43,582)	(18,067)	(7,662)
Non-Operating Revenue (Expense)	76	0	0
Net Income (Loss)	\$ (43,506)	(18,067)	(7,662)
Capital Outlay	0		
Cash Balance 9/30/23	\$ (4,392)		
Cash Balance 9/30/22	\$ 5,333		
Cash Variance	(9,725)		

GOVERNMENTAL FUNDS
BALANCE SHEET
AS OF SEPTEMBER 30, 2023

	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	\$1,040,128	\$2,564	\$426,548	\$280,253	\$113,069	\$1,023,630	(\$4,392)	\$343,352	\$3,225,152
Taxes Receivable	\$8,520		\$285						8,805
Special Assessments Rec	\$1,041		\$243,480			\$22,629			267,150
Prepaid Expense	\$36,365							\$409,500	445,865
Long-term Receivable	\$36,258								36,258
TOTAL ASSETS	<u>\$1,122,312</u>	<u>\$2,564</u>	<u>\$670,313</u>	<u>\$280,253</u>	<u>\$113,069</u>	<u>\$1,046,259</u>	<u>(\$4,392)</u>	<u>\$752,852</u>	<u>\$3,983,230</u>
LIABILITIES									
Payables	26,809								26,809
Deferred Revenues	45,818		243,765			22,629			312,212
TOTAL LIABILITIES	<u>72,627</u>	<u>0</u>	<u>243,765</u>	<u>0</u>	<u>0</u>	<u>22,629</u>	<u>0</u>	<u>0</u>	<u>339,021</u>
FUND BALANCE									
RESTRICTED			426,548					\$409,500	836,048
ASSIGNED				280,253					280,253
UNASSIGNED	<u>1,049,685</u>	<u>2,564</u>			<u>113,069</u>	<u>1,023,630</u>	<u>(4,392)</u>	<u>343,352</u>	<u>2,527,908</u>
TOTAL FUND BALANCE	<u>\$1,049,685</u>	<u>\$2,564</u>	<u>\$426,548</u>	<u>\$280,253</u>	<u>\$113,069</u>	<u>\$1,023,630</u>	<u>(\$4,392)</u>	<u>\$752,852</u>	<u>\$3,644,209</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$1,122,312</u></u>	<u><u>\$2,564</u></u>	<u><u>\$670,313</u></u>	<u><u>\$280,253</u></u>	<u><u>\$113,069</u></u>	<u><u>\$1,046,259</u></u>	<u><u>(\$4,392)</u></u>	<u><u>\$752,852</u></u>	<u><u>\$3,983,230</u></u>



REQUEST FOR COUNCIL ACTION

Agenda Item: 3D	Department: Administration	Requested Council Meeting Date: November 14, 2023	Submitted By: City Administrator Scott Lehner
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-63 TOBACCO SALES RENEWAL LICENSE FOR RADEMACHER COMPANIES, INC. (BILL'S SUPERETTE)

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Under Minnesota Statute cities may issue tobacco licenses. Last year, two businesses requested and secured a license renewal: Burns Bottle Shop and Bill's Superette. This year, Bill's Superette is requesting a license renewal. The prerequisite forms have been completed and submitted to the state. Bill's Superette has also paid the \$125 license fee.

A background check has been conducted with the Anoka County Sheriff's Office. There were no violations from Bill's Superette in 2019, 2020, and 2021. In 2022, Bill's Superette had a compliance violation, selling to minors, and was issued a citation. Bill's passed on the second check by the Anoka County Sheriff's Department. This year (2023), Bill's Superette did not have any violations.

SOURCE OF FUNDING:

License Fees

REQUESTED COUNCIL ACTION:

There are only two locations that sell tobacco in the city, with Bill's Superette being one of the locations. Therefore, the city staff recommends acceptance of Resolution 2023-63 to renew Bill's tobacco license for the year 2024.

SUPPORTING DOCUMENTS ATTACHED: see attached documents

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. 2023-63

A RESOLUTION APPROVING A TOBACCO SALES LICENSE APPLICATION FOR RADEMACHER COMPANIES, INC. (BILL'S SUPERETTE)

WHEREAS, a city license has been required for tobacco sales and;

WHEREAS, Bill's Superette has applied for a 2024 tobacco sales license and;

WHEREAS, a background check has been completed and passed for Rademacher Companies, Inc. (Bill's Superette).

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 Nowthen City Council hereby approves the tobacco sales license application for Rademacher Companies, Inc. (Bill's Superette).

The motion for the adoption of the foregoing resolution was proposed by Council Member Rainville and was duly seconded by Council Member Breyen and upon vote being taken thereon, the following voted in favor: Pilon, Breyen, Rainville, and Fladebo (Not Present: Alders).

And the following voted against the same: NONE

Passed and adopted by the Nowthen City Council this 14th day of November 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 3E	Department: Public Works	Requested Council Meeting Date: November 14 th , 2023	Submitted By: City Administrator Scott Lehner
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-64 APPROVING THE HIRING OF A FULL-TIME PUBLIC WORKS EMPLOYEE, ISAAC SCHULZ.

BACKGROUND AND SUPPLEMENTAL INFORMATION

Isaac Schulz has been working as a seasonal employee with the public works department. Public Works Supervisor Glaze is requesting we offer Isaac Schulz a full-time position with the city in the public works department.

Fire Chief Schmidt has no issue with Isaac accepting a position with the public works department.

There will be some flexibility to his schedule to accommodate him being an on-call fire fighter as well as some additional accounting process to keep track of City PERA and Fire Department Pension. This will be done according to recommendations of LMC and Financial Advisor Lori Yager.

SOURCE OF FUNDING: 100-43110-101 Wages and 100-42210-103 Wages

REQUESTED COUNCIL ACTION:

Approve Resolution 2023-64 Approving the hiring of Isaac Schulz as a full-time city employee effective 11-15-23.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				

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. 2023-64

A RESOLUTION AUTHORIZING THE HIRING OF ISAAC SCHULZ AS A FULL-TIME EMPLOYEE IN THE PUBLIC WORKS DEPARTMENT EFFECTIVE NOVEMBER 15, 2023.

WHEREAS, Isaac Schulz has been working as a seasonal employee for the city of Nowthen public works department and an on-call firefighter and;

WHEREAS, Public Works department is in need of a full-time employee, and Isaac meets the needs of the department, therefore, Public Works Supervisor would like to offer Isaac the position, and;

WHEREAS, Fire Chief Schmidt has no issue with Isaac being on staff with the public works department.

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. City Council directs staff to authorize the hiring of Isaac Schulz in the Public Works Department.
3. The position will be classified as full-time and will be flexible to accommodate the on-call fire fighter position, while reporting PERA and Fire Pension based upon actual hours worked.

The motion for the adoption of the foregoing resolution was proposed by Council Member Rainville and was duly seconded by Mayor Pilon and upon vote being taken thereon, the following voted in favor: Pilon, Alders, Breyen, Fladebo, Rainville.

And the following voted against the same: NONE

Passed and adopted by the Nowthen City Council this 14th day of November 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

PTO - VACATION AND SICK TIME COMPARISON

<u>CITY OF</u>	<u>PTO Days</u>	<u>Broken down to 1 sick day per month</u>	<u>PTO Hours Per Year</u>	<u>PTO Hours Per Month</u>	<u>Miscellaneous</u>
<u>NOWTHEN</u>	<u>Per Year</u>	<u>month</u>	<u>Per Year</u>	<u>Month</u>	
0-5 years	24	12/12	192	16	
5-10 years	27	15/12	216	18	With no time taken and/or no comp time accrued employee will accrue 16 hours over current policy allotment
10-15 years	30	18/12	240	20	With no time taken and/or no comp time accrued employee will accrue 40 hours over current policy allotment
15+ years	33	21/12	264	22	With no time taken and/or no comp time accrued employee will accrue 64 hours over current policy allotment

<u>STATE'S LARGEST CITY</u>	<u>Vacation Days Per Year</u>	<u>Sick Hours Per Year</u>	<u>Total Days Off Per Year</u>	<u>Miscellaneous</u>
0-4 years	12	12	24	
5 to 7 years	15	12	27	
8 to 9 years	16	12	28	
10 - 15 years	18	12	30	
16 to 17 years	21	12	33	
18 to 20 years	22	12	34	
21+ years	26	12	38	

<u>LARGE PRIVATE COMPANY</u>	<u>Vacation Days Per Year</u>	<u>Sick Days Per Year - STD & LTD Offered</u>	<u>Total Days off Per Year</u>	<u>Miscellaneous</u>
0-2 years	10	5	15	1. No sick time carry over provision
3 to 9 years	15	5	20	
10 years	16	5	21	2. Can only carry over 40 hours of vacation and it must be used by March 31st of the following year.
11 years	17	5	22	
12 years	18	5	23	
13 years	19	5	24	
14-18 years	20	5	25	
19 years	21	5	26	
20 years	22	5	27	
21 years	23	5	28	
22 years	24	5	29	
23-25 years	25	5	30	

HOLIDAYS

<u>Holidays</u>	<u>Nowthen</u>	<u>Large City</u>	<u>Private</u>	
			<u>Employer</u>	<u>Miscellaneous</u>
New Years Day	X	X	X	
Martin Luther King	X	X	X	
Presidents Day	X	X		
Memorial Day	X	X	X	
Juneteenth	X	X		
July 4th	X	X	X	
Labor Day	X	X	X	
Columbus Day		X		
Veterans Day	X	X		
Thanksgiving Day	X	X	X	
Day after Thanksgiv	X	X		
Christmas Eve	1/2*			* Only if it falls on a regular work day
Christmas Day	<u>X</u>	<u>X</u>	<u>X**</u>	** Closed week between Christmas & New Years
	11 1/2	12	7	vacation or nonpaid time to be used

COUNCIL TO DECIDE

PTO Hours

CON

Paid out at departure for all hours; liability to the city.

Current proposal is to limit PTO departure at 200 hours (25 days) - limit city liability

If separate to S/V payout policies can be established; current suggestion is 200 hour limit

If as suggested in the 2024 budget Short and Long Term Disability will be provided to cover extended absences

Vacation

Set accrual timeframes

Set limit regarding carry over: # of hours, to be used by

Sick

Set accrual timeframes

Set limit regarding carry over: # of hours, to be used by

Accrued at 4 hours per payroll cycle based on a two week cycle; 26 cycles x 4 = 104 hours * by 8 hour day
= 13 days (will need to round down)

Accrued at 4 hours per payroll cycle based on a two week cycle;

Holiday

Determine if Holidays are paid during probation

10 hour day schedule employees must take two hours of vacation, sick or non paid time per holiday

CM RAINVILLE PROPOSAL FOR DISCUSSION

	Vacation Days Per Year	Sick Days Per Year (STD & LTD)	PTO Days	Total Days Off Per Year	Miscellaneous
<u>Current 0 - 5 years</u>			24	24	2 days per month + 11 1/2 holidays
<u>0 - 1 year</u>	8	8		16	2.66 days per month + 11 1/2 holidays after probation
OR					
0 - 6 months	0	0		0	0.00 days - non paid + 11 1/2 holidays
0 - 6 months	0	0		0	0.00 days - paid 11 1/2 holidays
<u>1 - 3 years</u>	10	12		22	1.83 days per month + 11 1/2 holidays
<u>3 - 5 years</u>	12	12		24	2.00 days per month + 11 1/2 holidays
<u>Current 5 - 10 years</u>			27	27	2.25 days per month + 11 1/2 holidays
OR					
5 - 8 years	13	12		25	2.08 days per month + 11 1/2 holidays
8 - 10 years	14	12		26	2.16 days per month + 11 1/2 holidays
<u>Current 10 - 15 years</u>			30	30	2.50 days per month + 11 1/2 holidays
OR					
10 - 13 years	15	12		27	2.25 days per month + 11 1/2 holidays
13 - 14 years	16	12		28	2.33 days per month + 11 1/2 holidays
14 - 15 years	17	12		29	2.41 days per month + 11 1/2 holidays
<u>Current 15+ years</u>			33	33	2.75 days per month + 11 1/2 holidays
OR					
15 - 18 years	18	12		30	2.50 days per month + 11 1/2 holidays
18 - 20 years	19	12		31	2.58 days per month + 11 1/2 holidays
20 - 25 years	20	12		32	2.66 days per month + 11 1/2 holidays
25+ years	22	12		34	2.83 days per month + 11 1/2 holidays

1. Time to be accrued per payroll cycle based on hire date.
2. Current proposal - no V/S usage during probation.
3. No Sick time carry over.
4. Only 40 hours of vacation carried over and must be used by March 31st of the following year.
5. 10 hour day schedule employees must take two hours of vacation, sick, comp or non-paid time per

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Council Meeting Location:
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Nowthen MN, 55330

RESOLUTION No. 2023-65

A RESOLUTION CITING BOOTLEGGERS SALOON FOR AN ALCOHOL VIOLATION ON 11-2-23.

WHEREAS, a server at the Bootleggers Saloon failed an alcohol compliance check on November 2, 2023, and;

WHEREAS, it is a violation of city code chapter 6, to serve alcohol to minors and city code authorizes city council to fine Bootleggers Five Hundred Dollars (\$500) and impose a one (1) day suspension for the first violation in three (3) years, and;

WHEREAS, Bootleggers Manager is remorseful and has worked with staff to prohibit this type of violation again, and agrees to close the place of business on December 4th, 2023 and pay the \$500 fine.

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 council hereby cites Bootleggers with a code violation.
3. The city council fines Bootleggers with a \$500 fine, due and payable by December 1st, 2023.
4. Bootleggers will be closed for business on December 4th, 2023 for it's one day suspension.

The motion for the adoption of the foregoing resolution was proposed by Council Member Rainville and was duly seconded by Council Member Breyen and upon vote being taken thereon, the following voted in favor: Pilon, Breyen, Rainville, and Fladebo (Not Present: Alders).

And the following voted against the same: NONE

Passed and adopted by the Nowthen City Council this 14th day of November, 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

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



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

RESOLUTION No. 2023-66

A RESOLUTION ACCEPTING A DONATION FROM THE ELK RIVER YOUTH HOCKEY ASSOCIATION (ERYHA) IN THE AMOUNT OF \$11,994.17.

WHEREAS, Minnesota State Statutes require the City Council to move to accept donations from any donor and;

WHEREAS, the Lawful Gambling Board requires ERYHA to donate portions of their gambling proceeds to different entities and;

WHEREAS, Nowthen has been receiving donations on a regular basis from ERYHA. In 2023 we received donations for the 1st Quarter in the amount of \$4,575.15; for the 2nd Quarter \$4,558.64 and;

WHEREAS, the \$11,994.17 donation will be ERYHA's 3rd Quarter donation, bringing the 2023 contributions to fund 100-36230 to \$21,127.96.

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 accepts the 2023 3rd Quarter donation of \$11,994.17 from the ERYHA.
3. The city thanks the generosity of the ERYHA.
4. Deposit into 100-36230 – Contributions & Donations.

The motion for the adoption of the foregoing resolution was proposed by Council Member Rainville and was duly seconded by Council Member Breyen and upon vote being taken thereon, the following voted in favor: Pilon, Breyen, Rainville, and Fladebo (Not Present: Alders).

And the following voted against the same: NONE

Passed and adopted by the Nowthen City Council this 14th day of November 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 3H	Department: Fire Department	Requested Council Meeting Date: November 14 th , 2023	Submitted By: Fire Chief Dave Schmidt
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-67 ACCEPTING THE RESIGNATIONS OF FIRE FIGHTER STEVE LUNDEEN AND ASSISTANT CHIEF ADAM SCHRAG.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Firefighter Steve Lundeen and Assistant Chief Adam Schrag have submitted letters of resignation from the fire department. Firefighter Lundeen's resignation is effective November 20th 2023 and Assistant Chief Schrag's resignation was effective October 31st, 2023.

The NFD will continue to recruit new fire fighters until the Fire Department is fully staffed.

SOURCE OF FUNDING: N/A

REQUESTED COUNCIL ACTION:

Approve Resolution 2023-67, accepting the resignations of Firefighter Steve Lundeen and Assistant Chief Adam Schrag & authorize Staff to continue to accept fire fighter applications until the NFD is fully staffed.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				

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. 2023-67

A RESOLUTION ACCEPTING THE RESIGNATIONS OF FIREFIGHTER STEVE LUNDEEN, EFFECTIVE NOVEMBER 20TH, 2023 AND ASSISTANT CHIEF ADAM SCHRAG, EFFECTIVE OCTOBER 31, 2023.

WHEREAS, both individuals have submitted a resignation letter, and;

WHEREAS, it is the intent of the NFD to continue to recruit for new firefighters until the NFD is fully staffed and;

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 council accepts the resignation of Steve Lundeen, effective November 20th, 2023.
3. The city council accepts the resignation of Adam Schrag, effective October 31, 2023.
4. The city council authorizes staff to continue to recruit and accept applications for the position of fire fighter until the department is fully staffed.

The motion for the adoption of the foregoing resolution was proposed by Council Member Rainville and was duly seconded by Council Member Breyen and upon vote being taken thereon, the following voted in favor: Pilon, Breyen, Rainville, and Fladebo (Not Present: Alders).

And the following voted against the same: NONE

Passed and adopted by the Nowthen City Council this 14th day of November, 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 3I	Department: Administration	Requested Council Meeting Date: November 14, 2023	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVE RESOLUTION 2023-68 AUTHORIZING MAYOR PILON OR ADMINISTRATOR LEHNER TO ENTER INTO A CONTRACT WITH DAVE PERKINS CONTRACTING, INC. TO REMOVE AND REPLACE THE CULVERT LOCATED WHERE EAST AND WEST TWIN PARKWAY JOIN.

BACKGROUND AND SUPPLEMENTAL INFORMATION:
 The culvert located where east and west Twin Parkway join going under the road on the west side of the city is in need of replacement. This culvert is located on park land so park capital will be used to replace this culvert. The city has received a bid from Dave Perkins Contracting Inc. for under \$20,000.

SOURCE OF FUNDING: 404-45404-510

REQUESTED COUNCIL ACTION: Approve Resolution 2023-68 Authorizing Mayor Pilon and/or Administrator Lehner to enter into a contract with Dave Perkins Contracting, Inc. to remove and replace the culvert located where east and west Twin Parkway join as per bid provided 11-8-23.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				

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. 2023-68

A RESOLUTION AUTHORIZING MAYOR PILON OR ADMINISTRATOR LEHNER TO ENTER INTO A CONTRACT WITH DAVE PERKINS CONTRACTING INC. TO REMOVE AND REPLACE THE CULVERT LOCATED WHERE EAST AND WEST TWIN PARKWAY JOIN.

WHEREAS, the culvert located where East and West Twin Parkway join is in need of repair, and;

WHEREAS, Dave Perkins Contracting, Inc. has provided an estimate to do the said work, and;

WHEREAS, this area is located on Park Property therefore, Parks Capital Funds can be used to complete this project.

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. City Council authorizes Mayor Pilon or Administrator Lehner to enter into a contract with Dave Perkins Contracting, Inc. to remove and replace the said culvert not to exceed the bid dated November 8, 2023.
3. Funding for this project to come from Park Capital as the property is located on park property.

The motion for the adoption of the foregoing resolution was proposed by Council Member Rainville and was duly seconded by Council Member Breyen and upon vote being taken thereon, the following voted in favor: Pilon, Breyen, Rainville, and Fladebo (Not Present: Alders).

And the following voted against the same: NONE

Passed and adopted by the Nowthen City Council this 14th day of November 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



**dave
perkins
contracting
inc.**

19745 Nowthen Blvd. NW - Nowthen, MN 55303 * (763) 427-0109 * (763) 427-3806

November 8, 2023

City of Nowthen

Ref: Twin Lakes

Sub: Storm Sewer Repair

Remove & Replace 35' of 48" Concrete RCP Pipe
Rip Rap \$1,100

BID: \$19,475.00

All Permit Fee's Add To Bid Amount

Dewater Extra If Required

BY: Rene' Perkins (President)


Dave Perkins Contracting, Inc.

Grade & Backfill With Existing Material. No Soil Correction. No Erosion Control. Staking By Others. Dewatering Extra If Required. Not Responsible For Private Utilities Locate By Others. Not Responsible For Any Unforeseen Circumstances Would Be Extra. No Restoration. Permits Fees Paid By Owner. Add 1.5 % If Bond Required. Frost As Per Hourly Rate. **Bid Good For 7 Days. Due To Supply Shortage.**

ACCEPTED BY: _____ DATE: _____

PRE-LIEN NOTICE

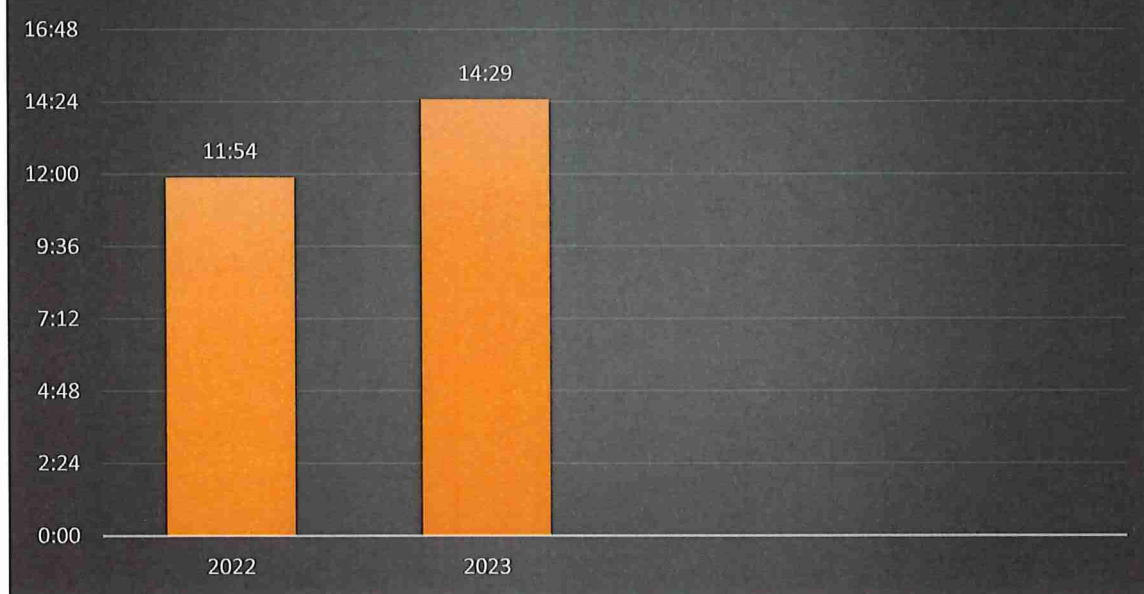
- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

MONTHLY COMPARISON REPORT 2022-2023

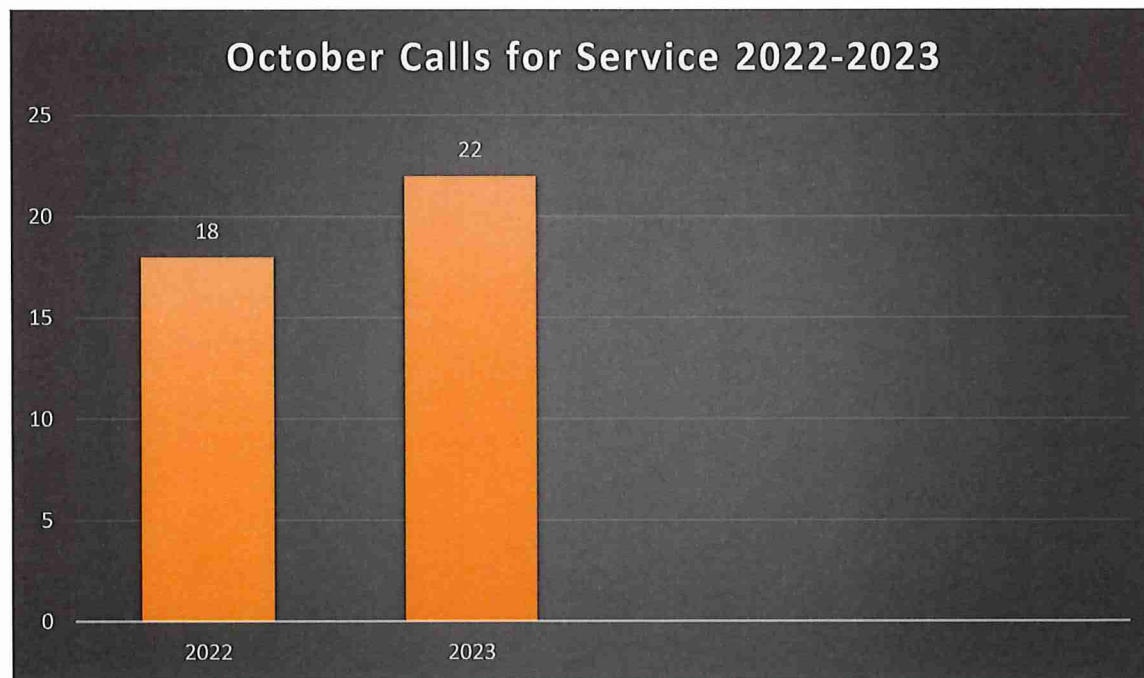
October



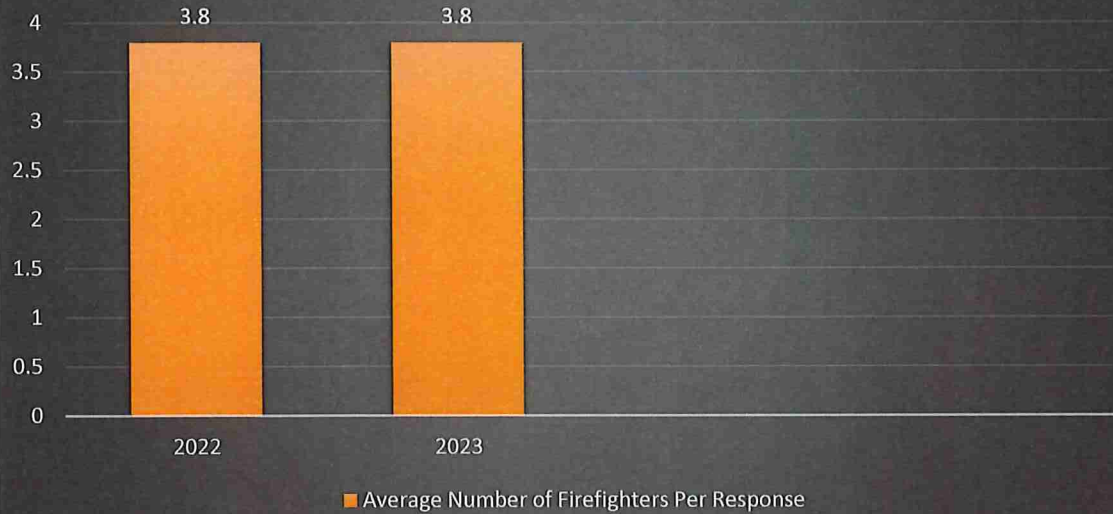
October Response Times 2022-2023



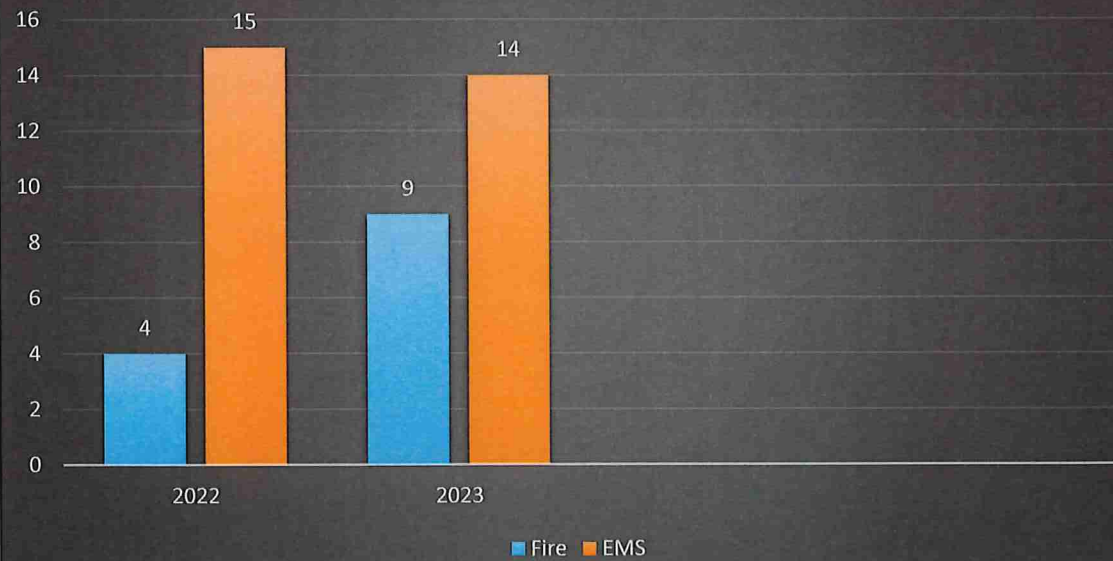
October Calls for Service 2022-2023



Average Number of Firefighters Per Response 2022-2023



Fire Runs vs. EMS Runs October 2022-2023



For the month of October 2023, the fire department responded to 22 incidents (6 more than the previous month) with an average response time of 14 minutes and 29 seconds (1 minute 26 second increase from September). The average number of firefighters attending calls for service was 3.8. The fire department reports no dollar loss from fires during the month of October. The fire department assisted other agencies 2 times on the month (Oak Grove) and received assistance from St. Francis once on the month.

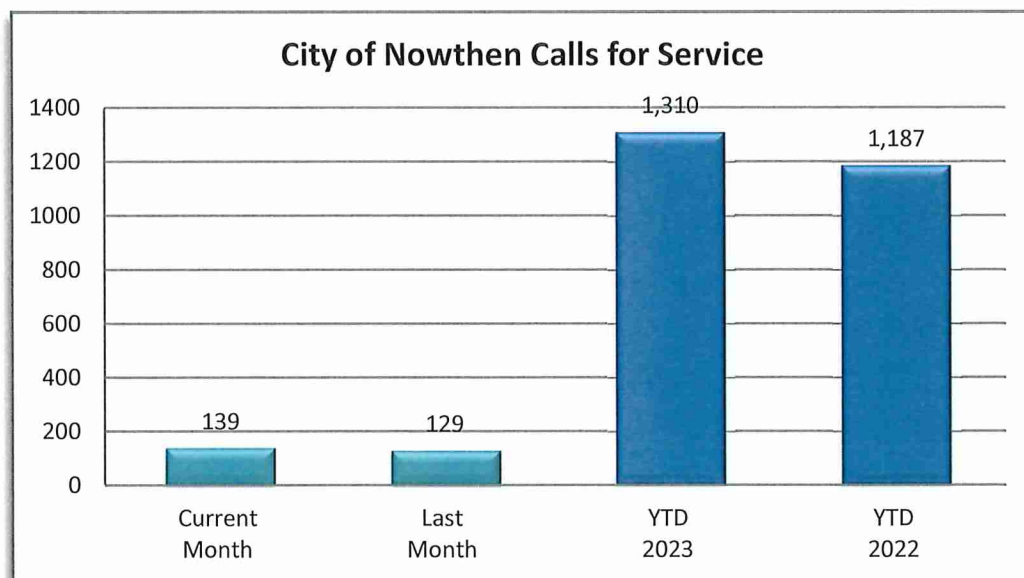
On October 14th, the fire department was dispatched by ACSO deputies after discovering someone burning a mattress and other trash on the 8300 Block of Viking Blvd at a self-storage facility. Crews were able to extinguish the fire without incident.

On October 31st, the fire department and ACSO deputies were dispatched to a report crash on Norris Lake Rd and Jarvis. Crews assisted with patient care and traffic control until the roadway could be cleared of the crash. Road conditions were poor on this morning due to snow/ice.

PATROL DIVISION

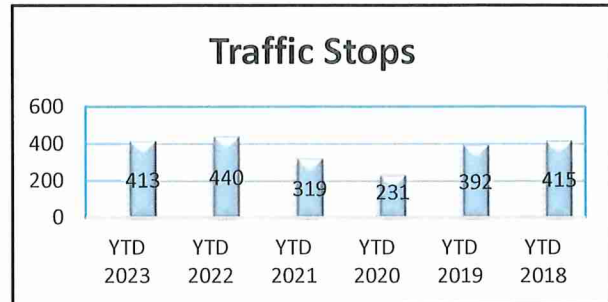
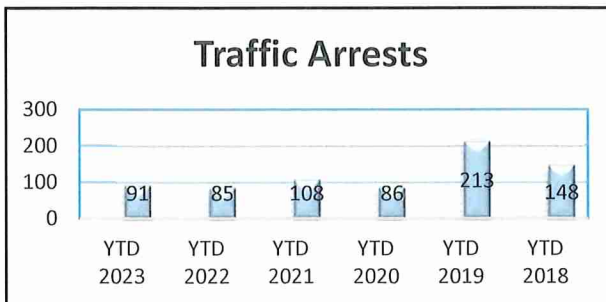
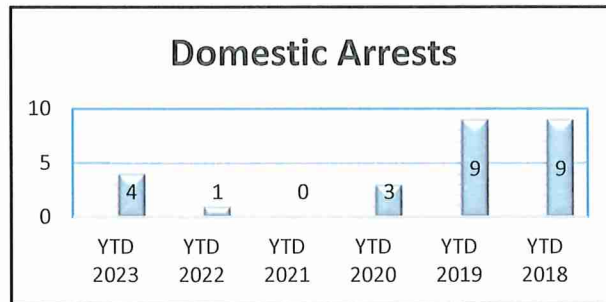
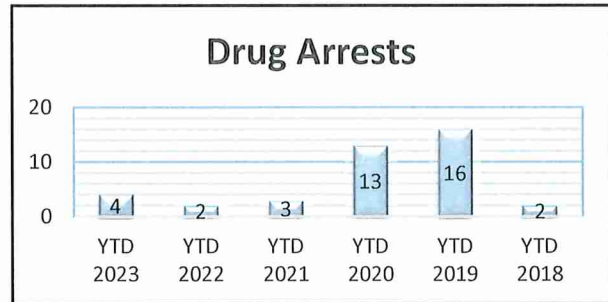
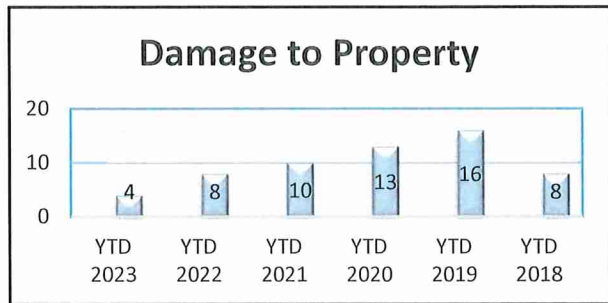
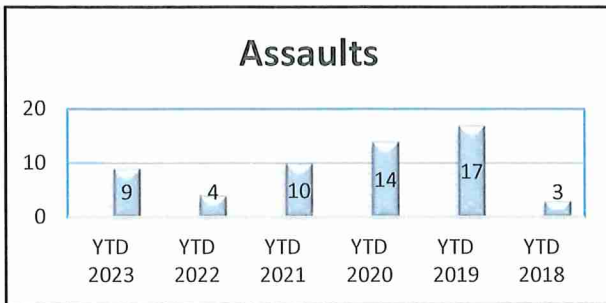
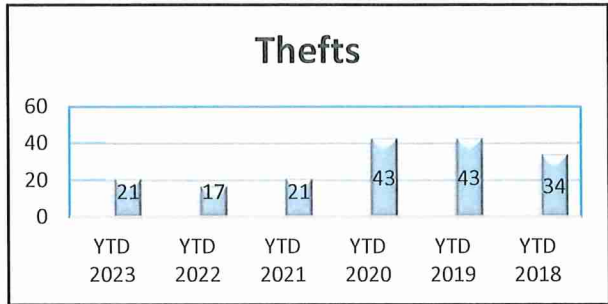
CITY OF NOWTHEN - JANUARY - OCTOBER 2023

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Call for Service	118	82	105	146	167	168	126	130	129	139			1,310	1,187
Burglaries	0	1	0	2	0	2	0	0	0	2			7	3
Thefts	2	1	2	1	4	5	0	0	5	1			21	17
Crim Sex Conduct	0	0	0	0	0	0	0	1	0	0			1	0
Assault	0	0	0	3	2	0	2	0	1	1			9	4
Dam to Property	0	0	0	0	0	0	0	2	1	1			4	8
Harass Comm	0	0	0	0	0	0	0	0	0	0			0	0
PI Accidents	3	2	1	2	2	2	2	0	2	0			16	15
PD Accidents	7	4	6	5	4	4	5	8	4	8			55	63
Felony Arrests	0	3	0	1	1	0	0	2	2	1			10	3
Gross Misd Arrests	0	1	2	1	2	1	0	5	4	0			16	3
Misd Arrests	1	0	5	5	1	3	5	1	2	3			26	14
DUI Arrests	0	1	2	0	0	1	1	2	2	0			9	4
Drug Arrests	0	0	0	0	0	0	0	2	1	1			4	2
Domestic Arrests	0	0	0	0	2	0	1	0	0	1			4	1
Warrant Arrests	1	1	1	0	1	0	0	1	3	4			12	11
Traffic Stop	52	26	40	42	28	33	68	44	34	46			413	440
Traffic Arrests	9	9	10	7	6	3	16	16	5	10			91	85



CITY OF NOWTHEN

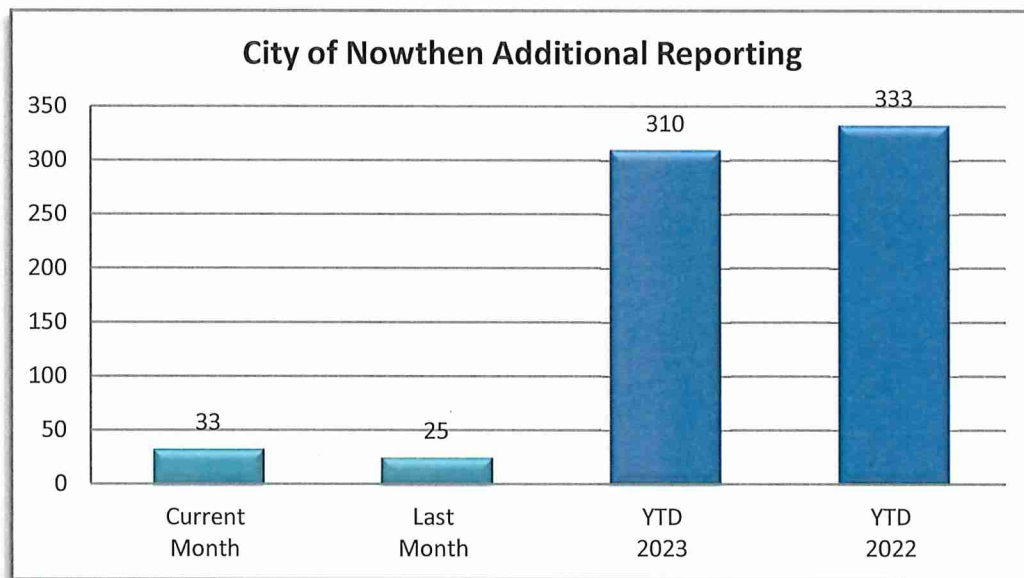
YEAR TO DATE - OCTOBER 2018-2023



PATROL DIVISION

CITY OF NOWTHEN (ADDITIONAL REPORTING) - JANUARY - OCTOBER 2023

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Bar None Facility	3	1	3	5	0	3	3	2	4	1			25	26
Alarms	3	6	3	5	2	3	5	9	5	6			47	50
Animal Complaints	9	8	5	16	18	11	7	14	6	10			104	89
Fire	1	0	1	0	1	0	1	0	0	1			5	7
MV Complaints	0	0	0	0	1	0	0	0	1	0			2	13
Medicals	11	11	12	13	20	12	8	15	8	13			123	138
Ordinance	1	0	0	0	0	0	0	0	1	2			4	10
2023 TOTALS	28	26	24	39	42	29	24	40	25	33	0	0	310	333



Problem Type Summary

2:36 PM 11/02/2023

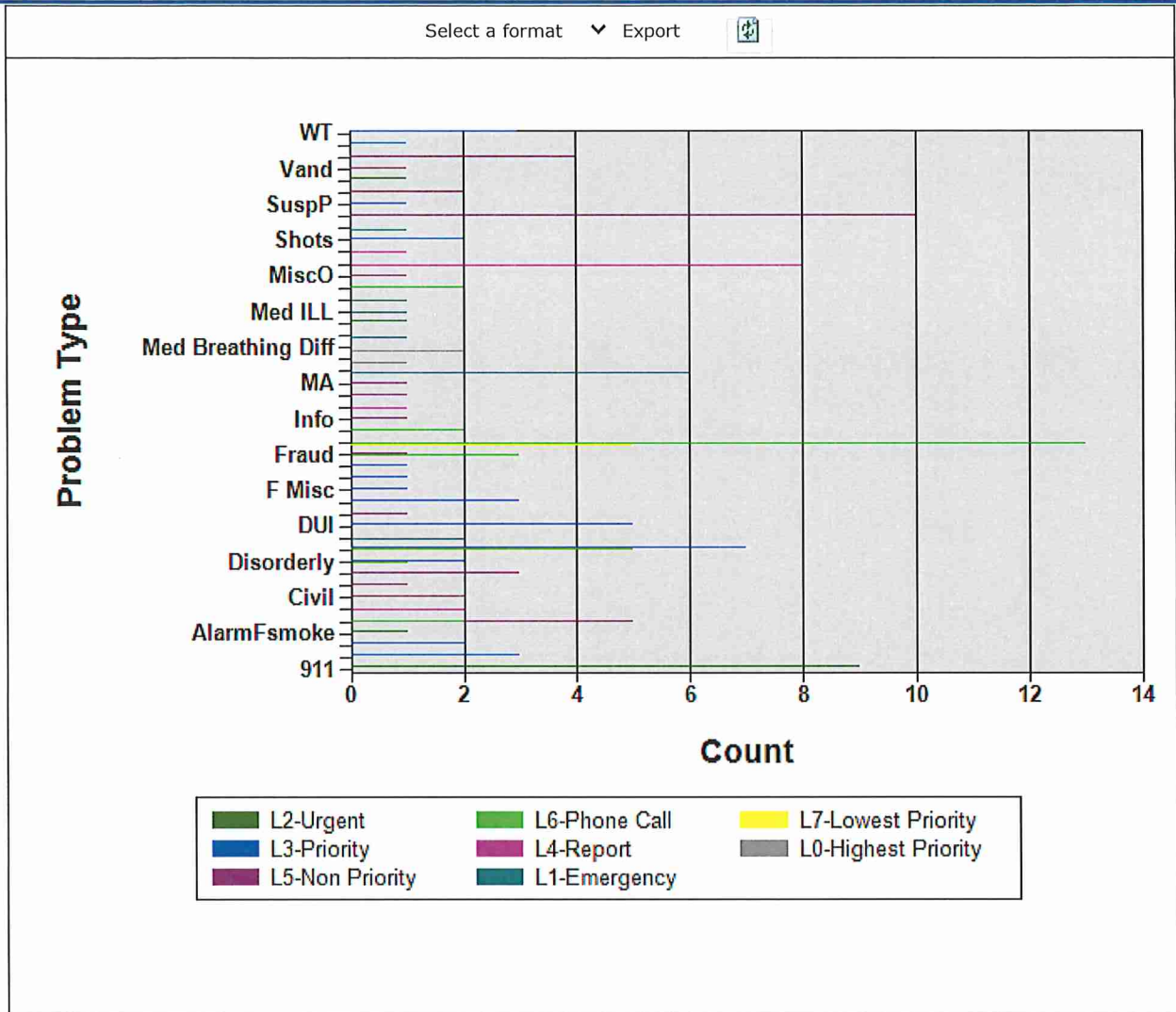
Data Source: Data Warehouse

Agency: LAW ENFORCEMENT

Division: Nowthen Law

Day Range: Date From 10/1/2023 To 10/31/2023

Exclusion: • Calls canceled before first unit assigned



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

MA	0	0	0	0	0	1	0	0	1
MASS	0	0	0	0	0	0	0	0	0
Med -	0	6	0	0	0	0	0	0	6
Med Alarm	0	0	0	0	0	0	0	0	0
Med Allergic	1	0	0	0	0	0	0	0	1
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	2	0	0	0	0	0	0	0	2
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	1	0	0	0	0	0	0	1
Med Hold	0	0	1	0	0	0	0	0	1
Med ILL	0	1	0	0	0	0	0	0	1
Med Info	0	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0
Med Stab-Gunshot	0	0	0	0	0	0	0	0	0
Med Stroke	0	1	0	0	0	0	0	0	1
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	1	2	0	3
MiscO	0	0	0	0	0	1	0	0	1
Mutual Aid Law	0	0	0	0	0	0	0	0	0
Noise	0	0	0	0	0	0	0	0	0
NoTag	0	0	0	0	0	0	0	0	0
Ord	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Park	0	0	0	0	0	0	0	0	0
PD	0	0	0	0	8	0	0	0	8
Person	0	0	0	0	1	0	0	0	1
PI	0	0	0	0	0	0	0	0	0
POR	0	0	0	0	0	0	0	0	0
Property	0	0	0	0	0	0	0	0	0
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	2	0	0	0	0	2
Slumper	0	0	0	0	0	0	0	0	0
StolenProp	0	0	0	0	0	0	0	0	0
Suicide	0	0	0	0	0	0	0	0	0
SuicideP	0	1	0	0	0	0	0	0	1
Susp	0	0	0	0	0	10	0	0	10
SuspP	0	0	0	1	0	0	0	0	1
Theft	0	0	0	0	0	0	0	0	0
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	2	0	0	2
Tres	0	0	0	0	0	0	0	0	0
UNK	0	0	1	0	0	0	0	0	1
Unsecure	0	0	0	0	0	0	0	0	0
Vand	0	0	0	0	0	1	0	0	1
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	0	0	0	0
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	1	0	0	0	0	1

WT

Total

0	0	0	3	0	0	0	0	3
3	12	12	32	12	35	28	5	139

Go Back

Close



REQUEST FOR COUNCIL ACTION

Agenda Item: 7A	Department: Planning	Requested Council Meeting Date: November 14, 2023	Submitted By: Liz Stockman, City Planner
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TITLE OF ISSUE: DISCUSSION REGARDING MACKENZIE HILLS PLAT AND TAKE PUBLIC COMMENTS IF RESIDENTS ARE PRESENT.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

There will be no formal action needed on the Mackenzie Hills plat at the 11/14/23 meeting even though the Planning and Zoning Commission recommended by a vote of 3-0 that the plat be approved (4 members present, Jorgensen abstained). There are two different issues which need to be addressed:

1. A public hearing was properly noticed in the local papers for the 10/24/23 Planning and Zoning Commission (PZ) meeting but residents did not receive letters until after the hearing. Staff sent a letter notifying residents of the City Council's upcoming meeting more than 10 days prior, but because we've learned of some resident concerns, we will renote the hearing for the 11/28/23 PZ meeting. This will also allow time for discussion of Item #2.
2. The Gustafson's wish to delay processing of the plat until the street deferral construction standards of Section 10-3-3.C.5.a (included below) are reviewed with the Planning and Zoning Commission and City Council. The concern is that the added cost of material needed to meet standard road construction requirements and the impervious surface area being created (which in turn necessitates stormwater ponding/control requirements) is adding cost to the project which makes it infeasible to proceed. Estimated costs are over \$325,000 for a 'driveway' to be placed within the dedicated right-of-way which doesn't include individual driveways to homes.

Part of the concern is the width of the interim driveway. A 24-foot top seems excessive for a private driveway (street width std.). A minimum of 20 feet is required under the State Fire Code for 3 or more homes and a minimum of 12 feet is required to serve one or two homes.

Another part of the concern is that if the private driveway is maintained for an extended period of time as is expected, the base/subbase may need to be rebuilt at the time the road is paved which would result in added cost and duplicate efforts. While the driveway should have a substantial base to ensure emergency vehicle access and other large vehicle access, is the road base standard necessary (the material requirement)?

The City's stormwater management standards apply to any projects disturbing one acre or more of land and creating 10,000 square feet of new or fully reconstructed impervious. There is no way to deviate from that requirement or consider any variances in this regard.

10-3-3. C. Street surfacing requirements may be deferred for local streets through approval of a Conditional Use Permit by the City Council, subject to the following:

1. The property is residentially zoned.
2. The division involves no more than three (3) buildable lots which front upon and gain direct driveway access to the right-of-way required in Section 10-3-3.C.4 below, excluding outlots that may be reserved for future development.
3. Divisions containing an existing principal residential structure which relies upon direct lot frontage or driveway access to the right-of-way required in Section 10-3-3.C.4 below, to meet all applicable City, County or State regulations, shall be considered one (1) of the three (3) lots.
4. Right-of-way is dedicated for public use in accordance with the width requirements contained in Section 10-3-2.
5. The right-of-way shall be considered a shared driveway until such time as the City agrees by resolution to accept and maintain the dedicated right-of-way as a public street, provided:

a. **Construction Standards.** The shared driveway is constructed to meet street base and subbase requirements required by Section 10-3-3.B.

10-3-3-B: (Local streets shall be designed so the base and subbase requirements, as set forth in the State of Minnesota Highway Department Road Design Manual No. 5-291 for flexible pavement. In all cases, at least the top six (6) inches of the base shall be Class 5 gravel or a material as approved by the City Engineer

b. **Emergency Access.** The driveway access requirements of Section 11-6-2.J are met and shown on approved plans.

c. **Maintenance of Shared Driveway.** Until such time as the shared driveway is constructed to City road bituminous standards and accepted by the City as a public road, property owners shall agree on behalf of themselves their successors and assigns, that maintenance of the shared driveway shall be the sole responsibility of property owners fronting on the dedicated right-of-way and/or gaining access from the shared driveway unless otherwise agreed to in writing by the City. A shared driveway maintenance agreement shall be required, is subject to review and approval of the City Attorney and shall be recorded against all impacted properties.

d. **Deed Restriction Required.** Until such time as the shared driveway is constructed to City road bituminous standards and accepted by the City as a public road, property owners shall agree on behalf of themselves their successors and assigns, that no additional property subject to the shared

driveway agreement shall be further subdivided or platted without the City's express written consent. Further, the property owners shall acknowledge on behalf of themselves and their successors and assigns, that the properties may be subject to a future assessment pursuant to Minnesota Statute Chapter 429 or other relevant statute for the future improvement of the shared driveway, as constructed to City bituminous road standards, once the right-of-way is accepted by the City. The deed restriction is subject to review and approval of the City Attorney and shall be recorded against all properties impacted.

Staff is looking for direction and possibly authorization to schedule a joint meeting on 11/28/23 to discuss this immediately following the regular PZ meeting. Determination is needed as to whether the established regulations shall apply or if any changes to the City Code are warranted.

SOURCE OF FUNDING: N/A

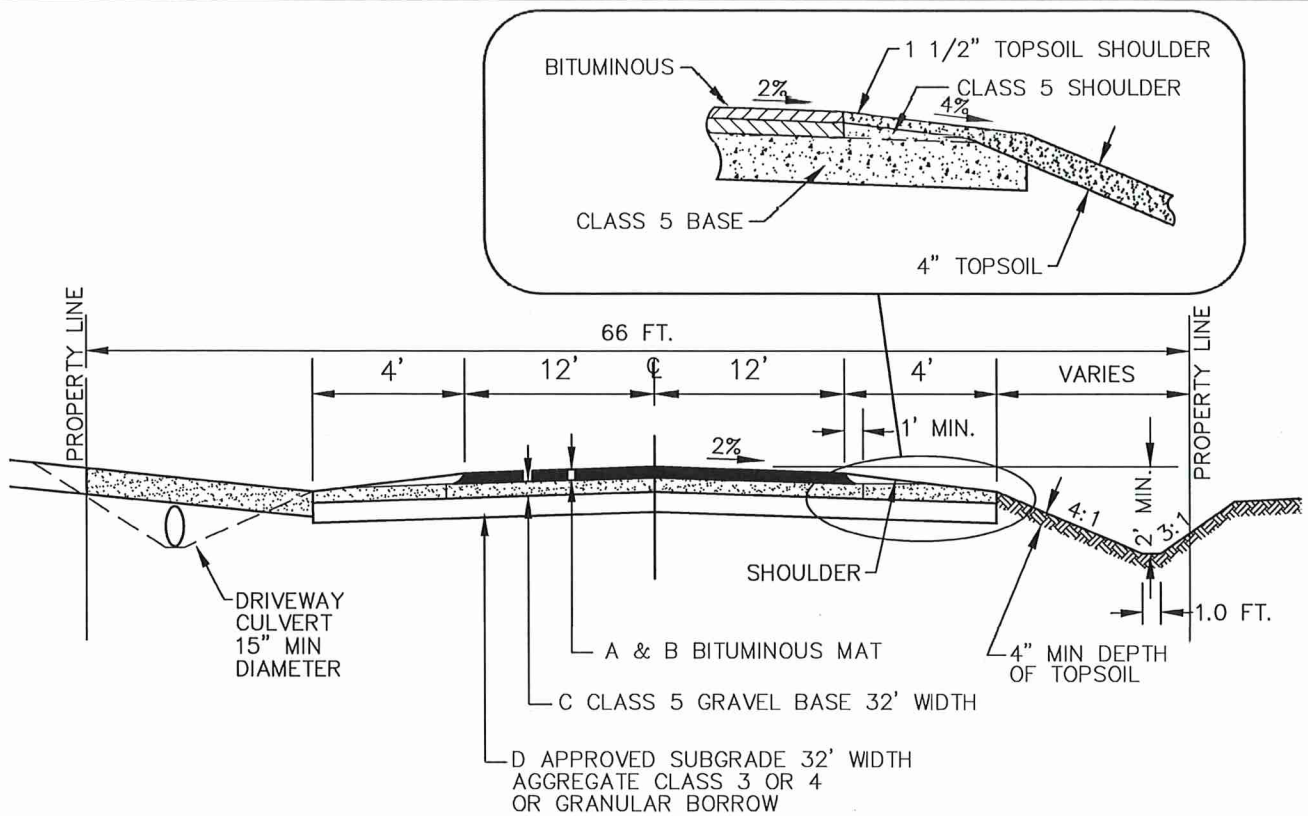
REQUESTED COUNCIL ACTION:

Motion to direct staff to schedule a joint meeting with Planning and Zoning Commission and City Council for review and recommendation on 11/28/23.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map

Other: Standard Construction Plate for Rural Section Road



LEGEND					
AASHTO SUBGRADE SOIL CLASS	SOIL R VALUE	BITUMINOUS SURFACE		AGGREGATE BASE	SUBGRADE
		WEAR 2360 SPWEA240C A	NON-WEAR 2360 SPNWB230C B	CLASS 5/6 3138 C*	CLASS 3/4 3138 D*
A-3	R-70	** 1 1/2"	** 2"	** 6"	—
A-4	R-20	1 1/2"	2"	8"	—
A-6	R-15	1 1/2"	2"	6"	6"
A-7	R-10	1 1/2"	2"	6"	12"
	R-5	1 1/2"	2"	6"	18"

* BASE AND SUBGRADE TO BE REVIEWED BY QUALIFIED SOILS ENGINEER

** MINIMUM ALLOWABLE DESIGN THICKNESS

LOCAL RESIDENTIAL RURAL STREET SECTION

NO SCALE

APPROVED

City of Nowthen

STANDARD PLATE NO.

101



REQUEST FOR COUNCIL ACTION

Agenda Item: 7b	Department: Planning	Requested Council Meeting Date: November 14, 2023	Submitted By: Liz Stockman
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TITLE OF ISSUE:
CONSIDER APPROVAL OF AN AMENDED ASSESSMENT LIST

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The City Council adopted Resolution 2023-60 at the October 10, 2023 regular meeting which approved an assessment role with five (5) properties. The unauthorized container at 19144 Cleary Road was removed from the property on or about October 21st or 22nd (prior to the agreed-upon date of October 30th). The site was inspected on October 23rd and TPC talked with the homeowner about removing the citation and the City Council deciding how much will be assessed to cover city costs.

It is estimated that it cost the City \$300 - \$350 for TPC to send two notices, two citations and inspect the site several times. You may decide to charge a lesser amount or remove the assessment completely.

SOURCE OF FUNDING:
NA

REQUESTED COUNCIL ACTION:

Motion to approve Resolution 2023-62 the 2023 Amended Assessment Roll for five (5) properties and to present the documents to Anoka County for processing.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other: Assessment Roll

CITY OF NOWTHEN
COUNTY OF ANOKA
STATE OF MINNESOTA

RESOLUTION NO: 2023-62

APPROVING AN **UPDATED** ASSESSMENT ROLL FOR UNPAID SPECIAL CHARGES

WHEREAS, pursuant to Minnesota Statutes 429.101, subdivision 1, the listed Property Owners in the attached Exhibit A have been duly billed for administrative fines incurred for violations and administrative costs incurred by the City and have delinquent balances as of September 15, 2023; and

WHEREAS, a special assessment roll, a copy of which is attached hereto and made part hereof by reference, has been prepared by City staff, tabulating those properties where a delinquent special charge is to be assessed with the amount, including interest and service charges, to be assessed; and

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for unpaid special charges.

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

1. Such proposed assessment roll, attached hereto as Exhibit A, is hereby accepted and shall constitute the special assessment against the properties named therein and that the tract of land therein included is hereby found to have received and not paid for.
2. Such assessment shall be payable with property taxes levied in 2023 for collection in 2024, in one annual installment with an interest rate of 6.00% per annum from the date of this resolution through December 31, 2024.
3. The City shall forthwith transmit a certified copy of this assessment to the Anoka County Auditor to be extended on the property tax lists of the County. Such assessments shall be paid over in the same manner as other City property taxes.

ADOPTED by the Nowthen City Council this 14th day of November 2023.

MOTION BY:

SECONDED BY:

IN FAVOR:

OPPOSED:

CITY OF NOWTHEN

Jeff Pilon, Mayor

ATTEST:

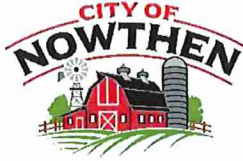
Scott Lehner, City Administrator

City of Nowthen - 2023 Assessment List - Late Penalty Rate Calculations

Case # & PID#	Name & Address	Citation Amt. (Original Principal Amt.)	Citation Date (Due Date is 15 days after)	# Days Past Due (not incl. due date)	Admin. Fee 6% per year	Daily Penalty Rate Calculation (.06/365)	Daily Late Penalty Calculation	Total Late Penalty Due (Interest)	Individual Totals Due	Total Payment Due
1 02-33-25-43-0003	Moghul 5833 Norris Lk Rd	\$800.00	11/8/2022	296	6.00	0.0001644	\$0.13	\$38.93	\$ 838.93	\$ 1,639.06
		\$800.00	8/31/2023	1	6.00	0.0001644	\$0.13	\$0.13	800.13	
2 26-33-25-31-0014	Bourgoine 19144 Cleary Rd	city costs only	6/27/2023	0	6.00	0.0001644	\$0.00	\$0.00	\$0.00	\$350.00
		\$350.00	8/30/2023	0	6.00	0.0001644	\$0.06	\$0.00	\$350.00	
3 24-33-25-31-0008	Ulferts 19960 St Francis Blvd	\$1,200.00	11/8/2022	296	6.00	0.0001644	\$0.20	\$58.39	\$1,258.39	\$6,139.27
		\$1,200.00	1/13/2023	230	6.00	0.0001644	\$0.20	\$45.37	\$1,245.37	
		\$1,200.00	5/30/2023	93	6.00	0.0001644	\$0.20	\$18.35	\$1,218.35	
		\$1,200.00	6/20/2023	72	6.00	0.0001644	\$0.20	\$14.20	\$1,214.20	
		\$1,200.00	8/16/2023	15	6.00	0.0001644	\$0.20	\$2.96	\$1,202.96	
4 29-33-25-42-0005	Wolverton 19155 Burns Pkwy	\$800.00	11/8/2022	296	6.00	0.0001644	\$0.13	\$38.93	\$838.93	\$4,917.17
		\$800.00	1/4/2023	239	6.00	0.0001644	\$0.13	\$31.43	\$831.43	
		\$800.00	2/22/2023	190	6.00	0.0001644	\$0.13	\$24.70	\$824.70	
		\$800.00	5/26/2023	97	6.00	0.0001644	\$0.13	\$12.61	\$812.61	
		\$800.00	6/27/2023	65	6.00	0.0001644	\$0.13	\$8.45	\$808.45	
		\$800.00	8/23/2023	8	6.00	0.0001644	\$0.13	\$1.05	\$801.05	
5 36-33-25-21-0002	Weichert 5270 189th Ave	\$600.00	2/22/2023	205	6.00	0.0001644	\$0.10	\$20.50	\$620.50	\$420.50
\$13,350.00										\$ 13,465.99

Citation Amt x Daily Penalty Rate = Daily Late Penalty
 Citation Due Date to Sept 15 2023 = # Days Past Due
 Days Past Due x Daily Late Penalty = Total Late Penalty Due

- * The statutory deadline for taxpayers to prepay their special assessments is November 15th (to the City).
- * All special assessment rolls shall be certified to the county auditor on or before November 30th of each year.



REQUEST FOR COUNCIL ACTION

Agenda Item: 7C	Department: Planning	Requested Council Meeting Date: November 14, 2023	Submitted By: Liz Stockman, City Planner
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TITLE OF ISSUE: DISCUSSION AND POSSIBLE ACTION GIVING STAFF DIRECTION ON LONG-STANDING CODE ENFORCEMENT CASES.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

As busy as the City Council has been over the last year, the priority has understandably not been to schedule a work session for code enforcement. Your input is needed, however, as there are a significant number of long-standing cases that code enforcement staff have been unable to resolve through the established process (notices and citations). There are property owners who refuse to make contact with the City or take any action at all showing progress. There are residents that are neighbors to the problem properties that have been calling endlessly asking why the issue(s) is/are not resolved.

Ulferts – 19960 St. Francis Blvd.

Non-compliance on this site goes back to at least 2013. For a while when Ulferts son obtained an IUP, he was working with us but never met all the conditions, especially construction of the fence along the western lot line. There is currently no Certificate of Occupancy for the building and Murey Ulferts is leasing space to a concrete contractor, the stormwater pond was filled in and site regraded without approval, there are unauthorized fuel tanks, concrete rubble and other materials are being dumped onsite and the tenant is washing out cement trucks daily on the bare ground, screening and fencing is not adequate.

Moghul – 5833 Norris Lk. Rd.

This site has been an eyesore since the owner bought it in 2006; it has always been a rental. The neighbor complained about the same time the city received a sheriff's report in 2018. There are inoperable vehicles which haven't moved in years, dilapidated boat and box truck, junk and debris throughout the front yard.

Larson – 19066 Jasper St.

There are 60-70 inoperable vehicles on this property along with auto parts strewn about the site. It is a huge environmental concern. Mr. Larson agreed to a clean-up plan more than five years ago to remove 10-12 vehicles per month. He has never met that goal. Three have been removed this year.

SOURCE OF FUNDING: N/A

REQUESTED COUNCIL ACTION:

Motion to direct staff to send these three property enforcement cases to Prosecuting Attorney Kurt Glaser.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map

Other:

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

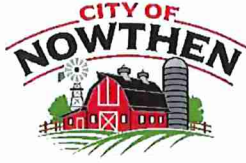


Council Meeting Location:
Historic Townhall
19800 Nowthen Blvd NW
Nowthen MN, 55330

ADMINISTRATOR UPDATE

- a) Gambling Ordinance

- b) Administrative Assistant Position



REQUEST FOR COUNCIL ACTION

Agenda Item: C1	Department: Council	Requested Council Meeting Date: 11/14/2023	Submitted By: Genevieve/Scott
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TITLE OF ISSUE: Discussion updating Population Signs

BACKGROUND AND SUPPLEMENTAL INFORMATION: The population number on all Nowthen signs has not been updated to the new 2020 Census number. The County will update the number on each sign at no cost. Nowthen has the option to replace an existing sign with a “Welcome To Nowthen” sign or with a sign that has Nowthen’s Logo added. The 5 Anoka County Signs cannot have a logo added at this time. Information on the location of each sign is attached. The new sign options are either a population sign of the same size as existing but with Nowthen’s logo. Or a 36 x 54 sign that says Welcome To Nowthen and includes the population. The signs will fit on the existing poles and the county will install at no charge.

SOURCE OF FUNDING: TBD

REQUESTED COUNCIL ACTION: Looking for council to decide which if any population sizes should be replaced with a logo.

SUPPORTING DOCUMENTS ATTACHED: Location of each current sign, Mock up of new sign options and cost information

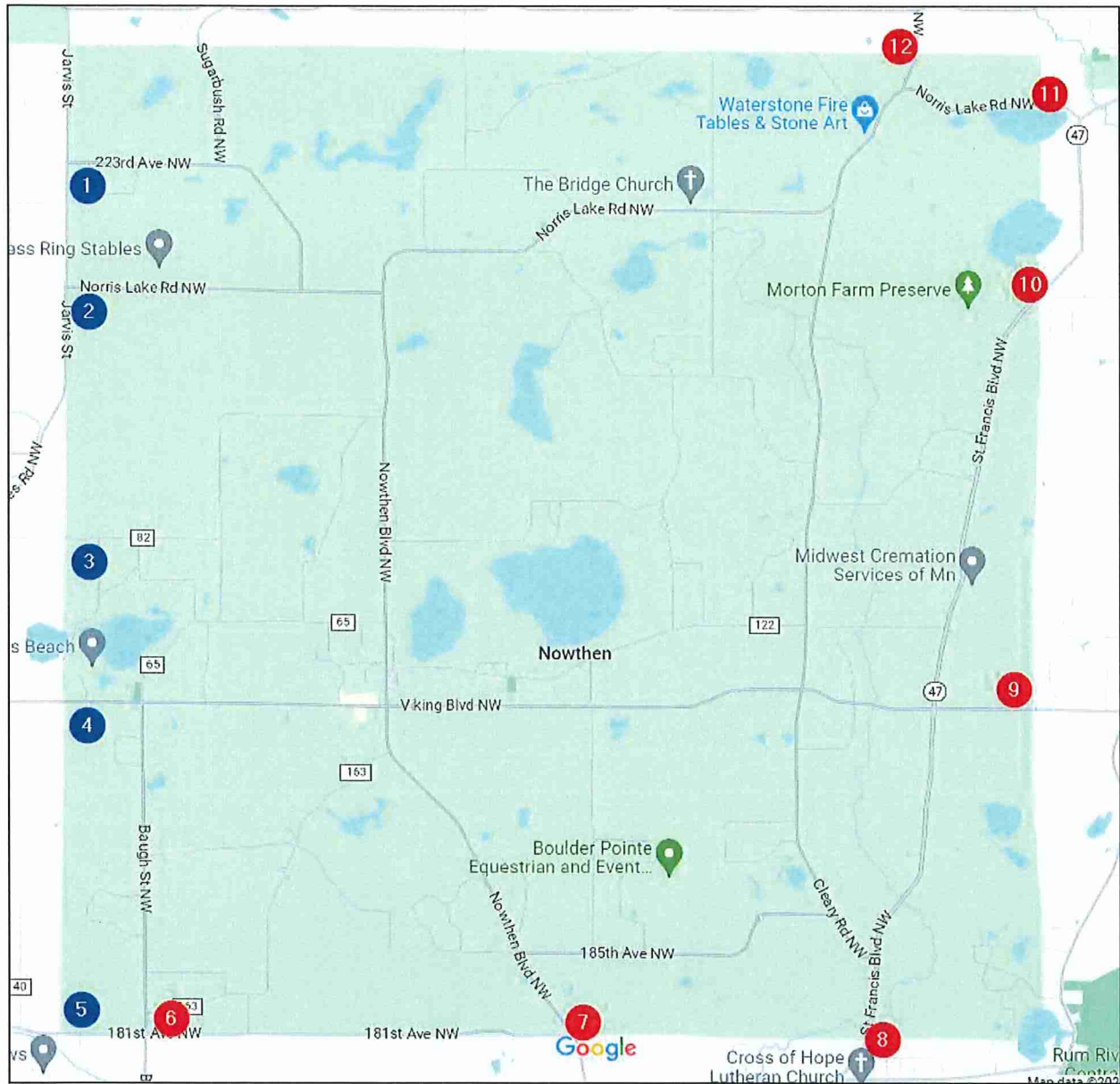
RESOLUTION ORDINANCE CONTRACT MINUTES PLAN MAP

OTHER:

Click or tap here to enter text.



CITY OF NOWTHEN POPULATION SIGNS

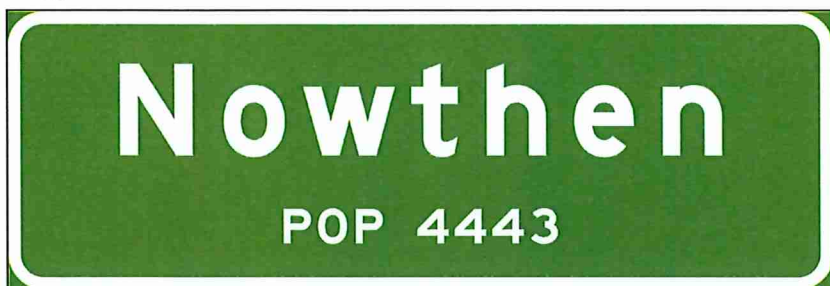


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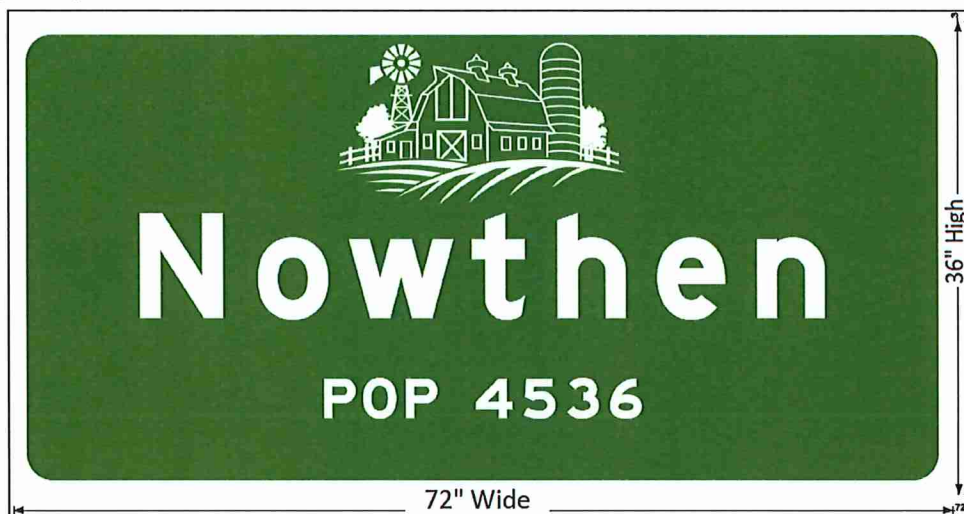
1.	9634 223 rd Avenue Northwest, Elk River MN 55330 – County Sign	3
2.	9517 Viking Blvd NW, Elk River 55330 – County Sign	3
3.	9527 205 th Ave NW, Elk River MN 55330 – County Sign	3
4.	9599 Norris Lake RD NW, Elk River MN 55330 – County Sign	4
5.	9560 181 st Ave NW, Elk River MN 55330 – County Sign	4
6.	18100 Baugh St NW, Anoka MN 5530	4

7.	18111 Nowthen Blvd NW, Anoka MN 55303	5
8.	18055 St. Francis Blvd NW, Ramsey MN 55303.....	5
9.	4765 Viking Blvd NW, Oak Grove MN 55303.....	5
10.	21710 St. Francis Blvd, Oak Grove MN 55303.....	6
11.	4799 Norris Lake Rd NW, St. Francis 55070.....	6
12.	22957 County Rd 71, St. Francis MN 55070.....	6

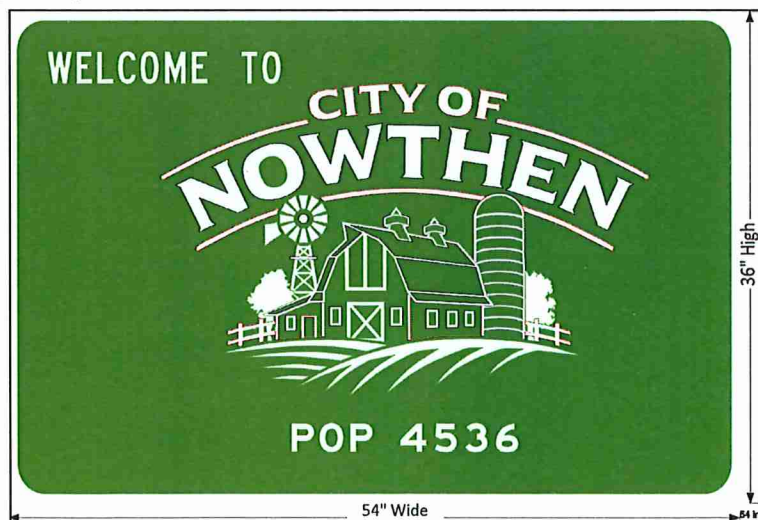
Current Sign:



New Sign option #1, 36 x 72 = \$126.62 each:



New Sign option #2, 36 x 54 = \$96.72 each:



1. 9634 223rd Avenue Northwest, Elk River MN 55330 – County Sign
South Side of 223rd NW between Jarvis St and Iman St NW



2. 9517 Viking Blvd NW, Elk River 55330 – County Sign
South side of Viking Blvd NW between Twin Pkwy NW and Halas St NW

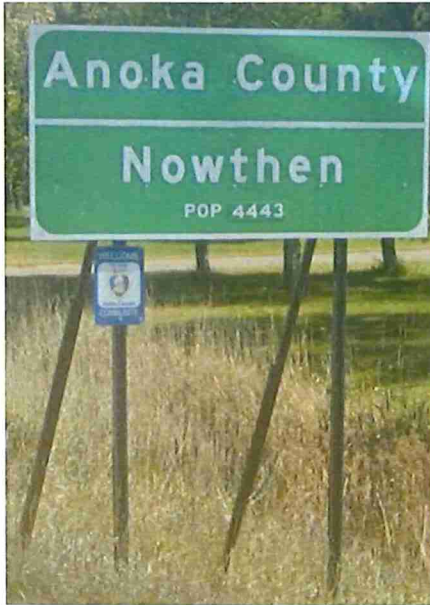


3. 9527 205th Ave NW, Elk River MN 55330 – County Sign
South Side of 205th AVE NW between Twin Lakes RD and Twin Pkwy NW



4. 9599 Norris Lake RD NW, Elk River MN 55330 – County Sign

South Corner of Norris Lake Rd, East of Jarvis Street



5. 9560 181st Ave NW, Elk River MN 55330– County Sign

North side of 181st NE between Cleveland Rd NW and Ermine Blvd NW



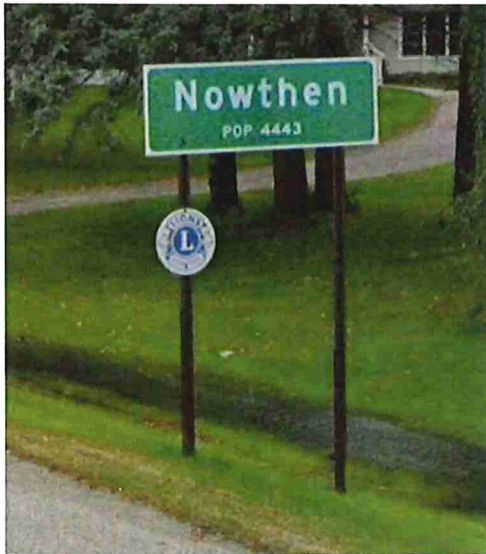
6. 18100 Baugh St NW, Anoka MN 5530

NE Corner of 181st Ave NW and Baugh St NW



7. 18111 Nowthen Blvd NW, Anoka MN 55303

NE Corner of 181st Ave NW and Nowthen Blvd



8. 18055 St. Francis Blvd NW, Ramsey MN 55303

East Side of Hwy 47 between Iodine St NW and Ford Brook



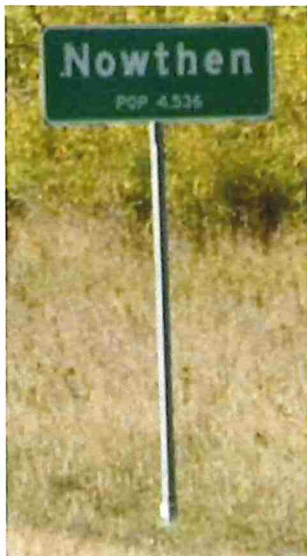
9. 4765 Viking Blvd NW, Oak Grove MN 55303

North Side of Viking Blvd West of Quapaw St NW



10. 21710 St. Francis Blvd, Oak Grove MN 55303

North side of St. Francis Blvd West of Quapaw St NW



11. 4799 Norris Lake Rd NW, St. Francis 55070

North Side of Norris Lake Rd NW, NE corner of Norris Lake



12. 22957 County Rd 71, St. Francis MN 55070

NW corner of County Rd 7 (Bridgestone RD NW) and 229th Ave NW

