

Nowthen City Council
November 9, 2021
Meeting Minutes

1. **CALL TO ORDER**

Mayor Pilon called the meeting to order at 7:00 PM

All present recited the pledge of allegiance

Present: Councilmembers Alder, Blake, Greenberg and Rainville

Also present: Interim City Administrator Boyles

Mayor Pilon asked for a motion to approve the agenda with amendments to delete the finance report since there is none and to add the introduction of the Interim City Administrator

MOTION BY COUNCILMEMBER BLAKE, 2ND BY RAINVILLE. TO APPROVE THE AGENDA AS AMENDED. MOTION CARRIED. FIVE AYES

INTRODUCTION OF INTERIM CITY ADMINISTRATOR

Boyles indicated that he has been fortunate to amass 45 years in various city administrative positions and is honored to serve the City of Nowthen.

2.: **CONSENT AGENDA**

- a) No meeting minutes
- b) Approve Claims made for November 9, 2021
- c) Acceptance of Resignations for Deputy City Clerk and Administrative Assistant
- d) Approve Resolution 2021-33 Approving Joint Powers Agreement Between Anoka County and the Municipalities, Townships and School Districts in Anoka County to Allocate Costs for Election Purposes for the Period January 1, 2022 Through December 31, 2025
- e) Approve Resolution 2021-34 Approving Annual Generator Power Systems Maintenance Agreement
- f) Approve Resolution 2021-35 Approving Contract for Maintenance of Emergency Sirens for 2022
- g) Approve non-waiver of Statutory Tort Limits
- h) Approve Development agreement for Leistico Estates East
- i) Approve Change in Bank Signatories
- j) Approve Law Enforcement Contract for 2022 with the Anoka County Sheriff's Department

MOTION BY COUNCILMEMBER GREENBERG SECOND BY BLAKE TO APPROVE THE CONSENT AGENDA. MOTION CARRIED. FIVE AYES

3. **FLOOR ITEMS**

There were no floor items

4. **SHERIFF'S REPORT**

Commander Heath introduced Detective Peterson who may take his responsibilities. Stated there had been 120 calls for service Dedicated patrolling resulted in arrests around the storage facility where there have been problems. Also noted that the driver of a van stolen from Minneapolis was taken into custody. He thanked the council for approval of the 2022 contract.

5. PLANNING AND ZONING

There were no Planning and Zoning Items.

6. PUBLIC WORKS

There were no Public Works Items

7. CITY COUNCIL ITEMS

a. Discussion Regarding Use of Recycling Funds by 12/31/2021

Mayor Pilon initially understood that the city account contained only \$8,000. He learned that there is an actual balance of more like \$41,000. In addition, there is a mini grant that can be applied for if the improvement will increase either the amount or type of recycling or both. County has a mini grant available up to \$10,000. The city council discussed improvements including:

1. Additional container/dumpster, floor pad, rolling containers.
2. Building Insulation, sanitary facilities, lighting, heating year-round.

Mayor Pilon asked if Councilmember Rainville and Greenberg would with Boyles to see if we can get contracts put together to complete needed work by the end of the year. Greenberg will include items ladder, steel bins, plastic containers, front door locks, and staff office/service counter. A wheelable bin and an electronics container as well. Signage inside and outside the building needs updating.

Other items discussed were additional monitor cameras in back room, insulation of center room both outside and inside, new dumpster and finally an insulated pad for standing.

MOTION MADE BY MAYOR PILON SECONDED BY COUNCIL MEMBER BLAKE THAT COUNCIL MEMBERS RAINVILLE AND GREENBERG WORK WITH BOYLES TO PREPARE A LIST OF ITEMS TO BE IMPROVED, BID ON AND CONSTRUCTED BY 12/31/2021 AT A COST NOT TO EXCEED \$41,000 IN 2021. MOTION CARRIED. FIVE AYES.

Boyles will speak with North Country Construction about the potential improvement project.

Current hours for the recycling site are Tuesdays Thursdays and Saturdays. The council discussed increasing the number of days. A proposal was made to be open Tuesday through Saturday from 11 am to 5pm to better correspond with heavier customer Traffic.

There was discussion about potential winter and summer hours.

MOTION BY COUNCIL MEMBER RAINVILLE SECOND BY ALDERS TO CHANGE HOURS OF OPERATION OF THE RECYCLING FACILITY TO TUESDAY THROUGH SATURDAY FROM 11 AM TO 5PM EXCEPT HOLIDAYS EFFECTIVE TUESDAY, NOVEMBER 16,2021 MOTION CARRIED. FIVE AYES

b. Discussion of number and location of polling places in Nowthen for 2022

Mayor Pilon introduced this item by saying that historically the city has used the fire station to serve its two precincts. The problem is that the day before and the day after the elections, firefighters must remove their personnel protective equipment to their homes. Similarly, the trucks must be

moved to the maintenance center. This practice inconveniences the voter as well as our firefighters. He wonders if a better plan can be considered for 2022.

Council members discussed county criteria for polling places. There may be funding available in the budget which could provide for a polling location in each of the city's two precincts.

MOTION MADE BY MAYOR PILON SECOND BY COUNCILMEMBER RANVILLE TO DIRECT THE INTERIM ADMINISTRATOR TO RESEARCH THE COUNTY CRITERIA FOR POLLING PLACES AND PROPOSE A ONE POLLING PLACE AND TWO POLLING PLACE ALTERNATIVES FOR COUNCIL CONSIDERATION. MOTION CARIED. FIVE AYES

c. Authorization to conduct a benefit audit

To assure that resigning employees receive the benefits earned a benefits audit is recommended.

MOTION BY MAYOR PILON SECOND BY COUNCIL MEMBER BLAKE TO AUTHORIZE THE FIRM OF ABDO, EICK AND MYER TO CONDUCT A BENEFIT AUDIT FOR RESIGNING EMPLOYEES. MOTION CARRIED. FIVE AYES

d. Financial Needs of the City

It has become clear that the staff needs assistance to identify and implement improvements to the city's financial records, processes and systems.

No fail list

City council members discussed the status of the "No Fail List. Items included on that list were:

1. Status on Internet Improvements
2. Status of Road Projects for this year and next
3. League of Minnesota Cities List
4. Well Issue at City Hall
5. Covid Funds for 2022

Staff is to prepare the list for city council information.

RTY Consulting contract amended

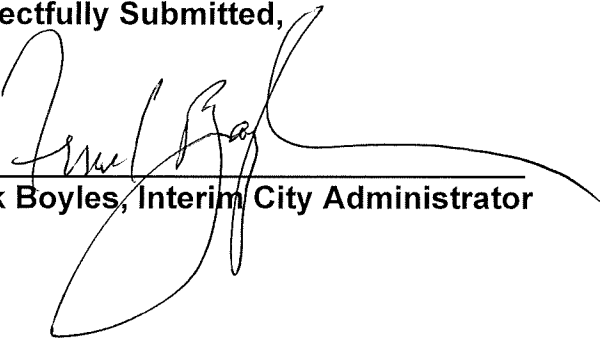
Makes sense to continue with RTY Consulting through the end of the year, and then discuss continuing her services after that if desired.

MOTION BY PILON TO AMEND RTY CONSULTING CONTRACT TO EXTEND THROUGH YEAR END, AND THEN DISCUSS POSSIBLE NEW CONTRACT FOR 2022, 2ND BY ALDERS. ALL IN FAVOR. MOTION CARRIED.

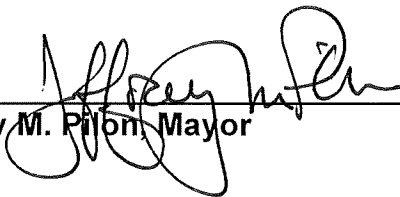
MOTION BY RAINVILLE TO ADJOURN, 2ND BY BLAKE.

MEETING ADJOURNED AT 8:11 PM.

Respectfully Submitted,



Frank Boyles, Interim City Administrator



Jeffrey M. Pilon, Mayor