

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
August 8, 2023
7:00 pm

1. Call to Order
 - Pledge of Allegiance
 - Roll Call
 - Approve Agenda
2. Floor Item
3. Public Opportunity for Input Meeting – MS4 Stormwater Permit.

The city is required to have an opportunity for public input regarding MS4, Stormwater Permit with the MPCA, regarding the adequacy of the stormwater pollution in the city.
4. Presentation of Benches from the Nowthen Lions
 - a) Approval of Resolution 2023-42 Accepting a donation of two (2) benches from the Nowthen Lions made of recycled bags.
5. Consent Agenda
 - a) Approval of City Council Meeting Minutes of Work Session, July 6, 2023 and Regular Meeting July 11, 2023.
 - b) Approval of Claims June 12 – July 5, 2023, and Treasurer's Report.
 - c) Approval of Second Quarter Financial Statement prepared by Lori Yager, Financial Consultant.
 - d) Approval of Resolution 2023-43 Accepting a Donation of \$2,500 Matching Grant funds from Center Point Energy for the Nowthen Fire Department.
 - e) Accept the Resignation of Ginger Warren and Captain Justin Petrick.
 - f) Authorize the Fire Department to post for promotion the open Captain – Training position internally.
 - g) Approval of Resolution 2023-44 Resident Girl Scout Troops to Use the Nowthen Fields and Facilities Free of Charge.
 - h) Approval of Resolution 2023-45 Accepting the ERYHA Second Quarter Donation.
 - i) Accept the 2024 Capital Improvements and Equipment Replacement to be incorporated into the 2024 Budget.
 - j) Approve Ordinance 2023-02 Prohibiting Public Use of Cannabis Products.
6. City Attorney
 - a) Discussion regarding Cannabis Products Law.
7. Engineering
8. Fire Department
9. Sheriff's Department
10. Planning and Zoning

11. Administrator Update

- a) Night to Unite Update
- b) Project Manager Update
- c) Fall Newsletter Update
- d) Jasper Street Phase One Update
- e) Culvert Installation Update
- f) Reminder of important dates
- g) ATV Ordinance Work Session – Still try to schedule in October?
- h) Approve Resolution 2023-46 Replacing the 120-gallon Water Tank at Twin Lakes Park Restroom.

12. City Council

a) **OLD BUSINESS**

b) **NEW BUSINESS**

- 1. Nowthen Threshing Show City Booth August 18, 19, 20 – Staff? Council?
- 2. Heritage Festival City Booth – September 23 - Staff? Council?
- 3. Fall Recycle Day – October 14 – Staff? Council?

c) **ITEMS MOVED FROM CONSENT AGENDA (IF NEEDED)**

13. Adjourn



REQUEST FOR COUNCIL ACTION

Agenda Item: 4A	Department: Administration	Requested Council Meeting Date: August 8, 2023	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-42 ACCEPTING A DONATION OF TWO (2) BENCHES MADE FROM RECYCLED PLASTIC BAGS FROM THE NOWTHEN LIONS. ONE TO BE PLACED AT THE RECYCLING CENTER AND ONE TO BE PLACED AT THE MEMORIAL PARK.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The Nowthen Lions have been collecting clean plastic bags at the Nowthen Recycling Center and sending those bags off to be made into recycled plastic benches. They have two of the five they would like to donate to the city of Nowthen. One is to be placed at the Nowthen Recycling Center and one to be placed at the Memorial Park for residents to enjoy and see how recycling has benefited the city. Each bench will have a plaque on them. The Nowthen Lions have suggested they be mounted with legs in cement. Ms. Judy Herrala will work with Public Works Supervisor Glaze to determine the best way to mount them.

SOURCE OF FUNDING: N/A

REQUESTED COUNCIL ACTION: Approval of Resolution 2023-42, accepting a donation of two (2) benches made from recycled plastic bags from the Nowthen Lions. One to be placed at the Recycling Center and one to be placed at the Memorial Park. Nowthen Lions member Judy Herrala will work with Public Works to determine the best way to mount the benches.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				X

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RESOLUTION No. 2023-42

A RESOLUTION ACCEPTING A DONATION OF TWO (2) BENCHES MADE FROM RECYCLED PLASTIC BAGS FROM THE NOWTHEN LIONS. ONE TO BE PLACED AT THE RECYCLING CENTER AND ONE TO BE PLACED AT THE MEMORIAL PARK.

WHEREAS, the Nowthen Lions have been collecting clean plastic bags at the Nowthen Recycling Center and;

WHEREAS, these bags have been collected and made into recycled plastic benches and;

WHEREAS, the Nowthen Lions would like to donate two (2) benches to the city of Nowthen. One to be placed at the Recycling Center and one to be placed at the Memorial Park, and;

WHEREAS, Nowthen Lions member Judy Herrala will work with Public Works to determine the best way to mount the benches.

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

1. The recitals set forth above are incorporated herein.
2. The city of Nowthen accepts the two (2) benches from the Nowthen Lions.
3. One bench will be placed at the Recycling Center and one bench placed at the Memorial Park for residents to enjoy them and see how recycling has benefited the city.

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

And the following voted against the same: _____

Passed and adopted by the Nowthen City Council this 8th day of August 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

Nowthen City Council
July 6, 2023
Work Session Minutes

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 5:32 pm.
All present recited the Pledge of Allegiance.

Present: Mayor Pilon, Council Members Rainville, and Breyen

Excused Absence: Council Member Fladebo

Absent: Council Member Alders

Also Present: Administrator Lehner, Deputy Clerk Johnson, Fire Chief Schmidt, and Finance Consultant Lori Yager

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY RAINVILLE TO APPROVE THE WORKSESSION AGENDA. MOTION CARRIED. 3 AYES.

2. DISCUSSION REGARDING THE 2024 + CAPITAL IMPROVEMENT PLAN

The mayor stated that Nowthen will receive \$198,185 for the Safety Grant. This grant must be used only on public safety items. The city should receive these funds prior to the end of 2023.

The mayor stated that Nowthen will receive a new "Small Cities" payment for roads. The amount expected is \$99,409. This will come in 2 payments in 2024. The first with the June/July tax payment and the second with the December tax payment. This is an annual payment to small cities and should go up each year based upon fees collected by the State of Minnesota.

The mayor confirmed that the city has received the first ½ taxes for 2023 and most of it has been invested for the city.

There have been 3 meetings between staff, the mayor, and department heads, included the city engineer and Lori Yager to discuss the Capital Improvement Plan for the city of Nowthen for the next 1,5, 10-year plans. Council Member Alders had wanted to be in on these meetings but was not able to attend.

The reason the city does the Capital Improvement Plans is to inform future councils and the public of the city's plans for the future. What projects are expected to be completed, what roads need repairs, new equipment, or major repairs to equipment, etc. The city staff is looking to expand this plan in the future, but this is a good start as it hasn't been completed well or followed in the past.

2023 ROADS

The city's road plan for 2024 starts with Jasper Street. This road has not been repaired or re-surfaced because the city was hoping to have the state help with funding this project once the city hit 5,000 people and it qualifies for additional monies for roads. Unfortunately, with the 2020

census, the city did not reach the 5,000 population to receive these extra funds. Because the road is in need of repair, staff asked the engineer to come up with an estimate to resurface and correct this road. The estimated cost is 1.6 million dollars. With the city paying 50% of the cost would be approximately a \$41,000 assessment to each resident on that road. That number is not an acceptable number for residents and the city cannot afford to pay that much. Therefore, an alternative is to have city staff make repairs to the worst areas of the road. The Public Works Department is hoping to start that very soon.

Xenon Street needs culvert replacement and road repairs.

Old Viking, 185th, 187th, and Clifton Rd need striping. Staff will confirm striping is included in every bid for our roads going forward.

City parking lots need resurfacing and striping.

These four (4) roads projects are set to be completed in 2023. The details will be provided to the city council for the July 11th city council meeting.

SIGN REPLACEMENT

Many signs need to be replaced due to wear, tear and stolen. These should be included in the city's Capital Improvement Plan.

ROAD STUDY

A road study is needed to make an informed decision on the which roads need to be completed and develop a schedule for repairs and maintenance. The city is incredibly lucky to have Public Works Supervisor Joe Glaze working for the city. He has a wealth of knowledge on the roads and culverts in the city. There needs to be a way to capture his knowledge for the future. Council

Member Breyen stated he had a recollection that the city is supposed to keep a culvert inventory on hand. He will check into it.

The mayor asked if the council could look at the Equipment Fund to accommodate Chief Schmidt and his schedule.

EQUIPMENT FUND

1. **NEW FIRE DEPARTMENT TANKER UPDATE** - The Fire Department does not expect delivery until July of 2024. This is a year past what they were told. \$409,500 has been paid down on it with a remaining balance of \$40,950 to be paid upon delivery. The good news is that the city will receive 3% back on the money paid until the tanker has been received.
2. **RESCUE TRUCK** – During previous meetings, it was discussed that this rescue has engine/electrical issues. The Fire Department originally requested a new rescue, but after discussions, it seems a new motor would be sufficient for the time being, to extend the life of the rescue vehicle. Council Member Breyen suggested if the city is to receive the safety funds

in 2023, then let's get the motor replaced in 2023 if possible rather than 2024. Staff is directed to bring a RCA and Resolution to the August city council meeting.

3. **RADIOS FOR THE FIRE DEPARTMENT** – Due to the unrest since 2020, public safety has been informed that encryption radios are coming. This would be an unfunded mandate from the state of Minnesota. It is unclear when this mandate is coming, however, the city should be prepared to make a change to these radios when the mandate comes. Radios are currently in the CIP for 2029 as a placeholder. If it happens sooner than that the city needs to be prepared. Currently radios are 22 weeks out from order to delivery.
4. **TURN OUT GEAR** - \$7,500 a year is currently in the CIP plan to build up a fund. They have a 10-year life expectancy. The fire department is still trying to hire additional fire fighters. In addition, if any of the gear is damaged or dated out, it needs to be replaced quickly to protect our fire fighters.
5. **STERLING 9500** – This truck should be delivered in 2024. This was funded by the equipment bond.

There was discussion about the status of the fire department equipment. Council Member Rainville wanted to be sure there are no other big purchases needed for the fire department. Chief Schmidt stated the city did a good job on the front end setting up the fire department.

PARKS

Discussion regarding a parks and trail plan. Does the city want a trail plan? Are our current parks being utilized by our residents or other city residents? It seems to some that are parks are dog parks for Ramsey residents and the Beach is used more by other city residents than Nowthen residents. Additional discussion that Nowthen's residents recreate on their own properties. This area is not urban and most have larger lots. Council Member Rainville felt that the money would be better spent on upgrading and improving the existing parks rather than investing in additional trail system that would very likely not get used and would create additional work for staff who have difficulty keeping up with the current trails. The last time the council took a tour of the parks was in 2020. Discussion for the need of another tour and listing of repairs, maintenance, or improvement council would like to see in our two existing parks including the memorial by the historic town hall. The lions should be responsible for removing the Christmas lights off the trees as well.

Memorial Park needs some additional improvements in the shelter and the rental form should be updated to reflect the correct type of electrical service in the building.

Discussion what is capital and what is maintenance/repairs. Lori explained that usually anything over \$5,000 and at least a 5+ year life expectancy can be considered capital.

The mayor suggested we go back to fire department needs as far as capital improvements in the future before Chief Schmidt left the meeting. The chief expressed the need to be forward thinking rather than reactive to things as they come up. One of the biggest issues will be the building. First off, the current building will not meet the tier 1 status – he doubts the building ability to withstand a tornado or strong storm. The department is already busting at the seams with

equipment and staff, it will not be long as the department grows, hires additional fire fighters to serve the city and additional equipment before it has outgrown this building. He and the mayor suggested the city think about a new fire station. Where would it be? How would the city pay for it? Keep watching for land – the area should be close to where the people are as we do not want to have slower response times because it takes longer to get to the station. Secondly, a well for water to fill a tanker truck quickly is needed. The well the city currently has is sufficient for topping off the tanks but cannot fill quickly. Currently the trucks go to other cities to fill in a hurry. Administrator Lehner stated there is a possible well to use with the Mortz family, more discussion is needed. Another option is smaller wells throughout the city. With that, the chief was dismissed.

CAPITAL IMPROVEMENTS TO BUILDINGS

1. **Historic Town Hall** – Discussion about making improvements to the building. Council Member Rainville stated that at some point the county will be expanding County Rd 5 in front of the building and the city should not put too much money into it. Improvements to help for the time being but not for further into the future.
2. **City Offices** – Discussion about adding to the city offices to include dedicated council chambers, meeting spaces, area for seniors, elections, etc. This plan is down the road but will need to be planned for. The land is paid for and there is space for an additional of this nature.
3. **Cold Storage for Public Works** – In the CIP plan there is money for a new cold storage building for public works equipment rather than storing outside or in the garage near the historic town hall (which would also be removed when County Road 5 is expanded).

BACK TO ROADS

2023 – City Parking Lots. Staff is getting quotes and will bring to council for approval before the end of the summer.

2023 – Road repairs, maintenance was discussed earlier in the meeting. These projects will be brought to council for approval at the July 11, 2023 meeting.

2024 – Waco Street was on the CIP with Erkium. Consider removing Erkium as it is not on the Ramsey Plan for 2024. Waco was not done before because the City Council wanted to piggyback on Ramsey doing their side. Ramsey is not assessing, Nowthen would have to have a \$21,000 per resident. Could the city pay for culverts and collapsed areas, with residents paying for asphalt only? Curbing in concrete, not asphalt as many companies no longer do them. The road is a 9-ton road – with a steel business on it. Is it possible to have the company pay an additional amount because without the business there, it could be a lesser ton road. The council is attempting to keep as much of the pricing away from the residents as possible. Discussion to have the City Engineer do a feasibility study to see what best fix for the best pricing for the residents and the city would be.

Discussion regarding MS4 and funding to be available if any contamination is found in holding ponds.

Bonding will be needed in 2025 & 2027 (10 – 20-year bonds) – If the city goes with a 20 year bond vs a 10 year bond, it will be more expensive in the long run, but would be easier to keep levy’s from increasing into double digits for these years.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY BREYEN TO ADJOURN. MOTION CARRIES. 3 AYES.

The meeting adjourned at 8:00 pm.

Respectfully Submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

DRAFT

Nowthen City Council
July 11, 2023
Regular Meeting Minutes

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 7:03 pm.
All present recited the Pledge of Allegiance.

Present: Mayor Pilon, Council Members Rainville, Fladebo, Alders, and Breyen
Also Present: Administrator Lehner, Deputy Clerk Johnson, Lieutenant Jacobson (now Chief Deputy), Fire Chief Schmidt.

MOTION BY MAYOR PILON TO ACCEPT THE AGENDA AS PRESENTED. MOTION CARRIED. 5 AYES.

The mayor mentioned the city had its first official City Council Meeting and had the swearing in of the first city council on July 8, 2008. In a night they believe it would be celebration, the council was told they had to pay for a fire truck immediately and because they were a city, \$40,000 in insurance needed to be paid in full immediately or there would be no insurance coverage on city property. Quite a surprise! The council handled it and never looked back. In honor of the City's Birthday, we are celebrating tonight with cupcakes – with no surprises!

Congratulations to Lt. Jacobson on being promoted to Chief Deputy Jacobson!

2. AUDIT PRESENTATION

Aaron Doll from Bergen KDV presented the 2022 Audit to the city council. He stated that the audit went very well, and the city is in good financial health. There are no findings regarding MN Legal Compliance and the staff has done a good job. There were adjustments that had to be made from changing auditors and the way they look at items and the way they are coded. The adjustments totaled \$162,692. This should not be a problem at the next audit.

The only material weaknesses would be the Lack of Segregation of Accounting Duties. This is very common for a city the size of Nowthen as it does not make sense to hire additional staff to meet the segregation recommendations. The city is aware of this deficiency and has taken steps to limit any situations where this could be a problem. The mayor and Deputy Clerk Johnson explained the steps taken and the auditors have no issues with the way things are processed. The council expressed thanks to the city staff for doing a good job resulting in a good audit.

3. FLOOR ITEMS

None

4. CONSENT AGENDA

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY FLADEBO TO ACCEPT THE CONSENT AGENDA AS PRESENTED. MOTION CARRIED. 5 AYES.

5. **ENGINEERING**

None

6. **FIRE DEPARTMENT REPORT**

Presented by Fire Chief Schmidt:

For the month of June 2023, the fire department responded to 22 incidents (2 less than the previous month) with an average response time of 12 minutes and 40 seconds (1 minute and 16 second decrease from May). The average number of firefighters attending calls for service was 3.9. The fire department reports no dollar loss from fires during the month of June.

On June 7th, the fire department assisted St. Francis Fire on a garage fire on the 22800 block of Rum River Blvd.

On June 21st, the fire department assisted Deputies on a reported vehicle accident on the 19000 block of Nowthen Blvd. The fire department assisted with traffic control and clean-up following a 2-vehicle crash.

On June 21st, the fire department assisted Ramsey Fire on a house fire on the 6900 block of 170th Ave NW.

Update on Recruiting: The recruiting open house had 12-14 people attend, which resulted in 6 applications. 5 were interviewed (6 scheduled, but 1 was a no show) and have started the on-boarding process. Recruitment never stops for this department and the department needs to get ahead of it.

Discussion regarding mutual aid and how it evens out over time noting NFD is a smaller department and needs more assets than larger departments when we need assistance.

Theft at the storage unit has prompted an "AFTER FIRE CHECK LIST" – the NFD will put it in the Fall Newsletter, and they will also keep copies in their vehicles to hand out after fires as a reminder.

7. **SHERIFF'S DEPARTMENT REPORT**

Presented by Chief Deputy Jacobson.

Calls for Service

Sheriff's Deputies responded 168 to calls for service.

June 2023 calls for service included:

3 to Bar None

3 Alarms

12 Medicals

11 Animal Complaints

Bar None

On 06/27/2023 at 10:29 PM deputies responded to the facility on a report of two residents trying to fight each other. Deputies arrived to find staff holding a door shut to keep the males separated. Deputies spoke with the primary aggressor, a juvenile male, and learned he was upset because he felt he was being picked on by other residents. Force had to be used to restrain the male to prevent a physical altercation from escalating. Arrangements were made for the male to stay in another part of the campus. There were no injuries and no criminal charges.

Noteworthy Calls for Service

On 06/04/2023 at 2:47 PM, a deputy responded to Name Brand Storage in the 8300 block of Viking Blvd. NW on a burglary report. The victim reported approximately \$3,800 worth of property had been stolen from his unit between 04/30/2023 and 05/30/2023. There are no suspects at this time.

On 06/10/2023 at 2:59 PM, a deputy responded to Twin Lakes Park in the 9400 block of Viking Blvd. NW on a theft report. The deputy learned that the victim had parked her vehicle in the parking lot and went on a walk for about an hour. When she returned, she found that a side rear window on her vehicle had been broken out and her purse was stolen. Suspect information was developed after the deputy found video footage of the suspect using a credit card taken in the theft. The case is pending additional suspect information.

On 06/19/2023 at 10:20 AM, a deputy responded to a business in the 8100 block of Viking Blvd. NW on a harassment report. The deputy learned that a customer was upset over damage to his vehicle after he struck a pothole in the parking lot. The deputy mediated the matter, and a trespass notice was issued to the vehicle owner after he was alleged to have sworn at an employee over the phone.

On 06/21/2023 at 12:01 AM, deputies were dispatched to the area of St. Francis Blvd. NW at Old Viking Blvd. NW on a report of a vehicle on the roadway with its hazard lights on and airbags deployed. The deputies arrived and found that the vehicle, a 2017 Chevrolet Silverado, had left the roadway, gone through the ditch, and came to a rest in a cornfield. Deputies and St. Francis PD officers spoke with the driver, an adult female, who reported she fell asleep while driving. Deputies observed evidence of intoxication and the driver was ultimately arrested for DWI. A deputy applied for and was granted a search warrant for a sample of the driver's blood, but she refused to cooperate. She was booked at the Anoka County Jail on charges of DWI, refusal to submit to a chemical test, and obstruction of the legal process.

In conjunction with the NFD advise for people using storage buildings (also items in homes and garages):

Write down Serial numbers of vehicles or items with serial numbers.

Take pictures of everything

Take video of everything

The deputies are aware of the storage facility thefts and are doing extra patrols over the storage facilities.

Keep your purses and valuables hidden in your vehicles if you leave them in it, do not leave out in plain sight.

The mayor wanted to state on record regarding the 6/19/23 call that the road between Bill's Superette and Bootleggers is a private road, it is not maintained by the city, but by the business owners. If residents have complaints about those parking lots or the service road between them, please contact the business owners.

Congratulations to Deputy Chief Jacobson was given and a card of congratulations from the city, including cake to celebrate his promotion. Chief Deputy is hoping to remain the liaison to the city for as long as he can.

Question regarding what is considered a misdemeanor report? It is usually a DWI, traffic stop, domestic. The Deputy Chief will start breaking it down in the report for the city. Also, a question regarding the definition of Burglary vs Theft. Burglary is entering a structure. Theft is something like a vehicle. The mayor again thanked the Chief Deputy and stated the residents appreciate the 12-hour coverage by the sheriff's department.

8. PLANNING AND ZONING – None.

9. ADMINISTRATOR'S UPDATE

- a) Goat Mitigation Update: MGM pulled the goats out at the end of last week. Administrator Lehner will be getting together with him next week to go over what they did and his plans for future mitigation. Note: Residents loved watching the goats! It was mentioned that the goats were a great hit at the Heritage Festival as well.
- b) Project Manager Posting Update: Still in progress.
- c) Upcoming Important Date Reminder for Budget work sessions:
 - 8/9/23
 - 8/23/23
 - 8/29/23, if needed.The budget work session meetings will be held at the Historic Town Hall beginning at 5:30 pm.
The preliminary budget needs to be adopted by the city council by the September 12th city council meeting.

10. CITY COUNCIL

- a) Old Business – None
- b) New Business
 - 1. Approve Resolution 2023-37 Striping Quotes for Old Viking Blvd, 185th, 187th, and Clifton Road.

MOTION BY COUNCIL MEMBER RAINVILLE, SECOND BY ALDERS TO APPROVE RESOLUTION 2023-37 STRIPING QUOTES FOR OLD VIKING BLVD, 185TH, 187TH AND CLIFTON ROAD AWARDING THE CONTRACT TO SIR LINES-A-LOT LLC WITH AN ESTIMATED COST OF \$42,024.

Discussion: There are engineering costs associated with this project that should be included in this project. Does the budget have a line item for striping? Does the city have a plan for the roads that need it such as a 5-year plan? Engineering needs to be included in the estimates. When other road projects come up, the engineer and the city administrator need to be sure that

striping is included in the bids. The mayor made an assurance to the residents that there is no assessment to residents for this striping project.

AMEND THE MOTION TO INCLUDE THE ENGINEERING FEES FOR THIS PROJECT ON THE RESOLUTION (Estimated to be around \$1,800). VOTING ENSUED. MOTION CARRIED. 5 AYES.

2. Approve Resolution 2023-38 Approving Installation of a new culvert on Xenon Street and Authorizing the mayor to enter into contract with Dave Perkins Contracting Inc.

MOTION BY COUNCIL MEMBER BREYEN, SECOND BY RAINVILLE TO APPROVE RESOLUTION 2023-38 APPROVING INSTALLATION OF A NEW CULVERT ON XENON STREET AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH DAVE PERKINS CONTRACTING, INC. AMENDED RESOLUTION TO INCLUDE THE PRICING ON THE RESOLUTION.

Discussion: Are there any subcontractor invoices that need to be applied to this project? The mayor and administrator review all invoices from subcontractors before payment is sent. If any council members have any questions regarding invoices, feel free to contact Administrator Lehner.

VOTING ENSUED: MOTION CARRIED. 5 AYES.

3. Approve Resolution 2023-39 authorizing the first phase of patching repairs on Jasper Street to be completed by the Public Works Department.

The mayor explained that the city council is aware that Jasper Street is need of grinding, repairs and re-surfacing. The council had been hoping with the last census, the city would meet the population goal of 5,000+ people so the city would qualify for state aid to help fund the maintenance needed for this road, however, that was not the case. After receiving estimates from the city engineer of 1.6 million dollars, with the city paying 50% and the residents on that street paying 50%, the assessment would have been \$41,000 per property. That is not acceptable. Therefore, Public Works Supervisor Glaze has come up with a plan to patch the two (2) worst areas highlighted on the map in the packet. It will be done in phases starting this fall, making the patches, and letting it settle over the winter, with asphalt being applied next spring.

MOTION BY COUNCIL MEMBER RAINVILLE, SECOND BY BREYEN TO APPROVE RESOLUTION 2023-39 AUTHORIZING THE FIRST PHASE OF PATCHING REPAIRS TO JASPER STREET TO BE COMPLETED BY THE PUBLIC WORKS DEPARTMENT. MOTION CARRIED. 5 AYES.

4. Approval of Resolution 2023-40 Authorizing Memorial Park Baseball and Softball field repairs and safety upgrades and purchasing replacement equipment for field maintenance.

Council Member Breyen explained the damage and repairs needed to the fields. Discussion on how it will be done. How the damage occurred, and would it be advisable to look at concrete under the fencing bottom so lawn mowers/weed whipping would not damage it further.

MOTION BY COUNCIL MEMBER RAINVILLE, SECOND BY ALDERS TO APPROVE RESOLUTION 2023-40 AUTHORIZING MEMORIAL PARK BASEBALL AND SOFTBALL FIELD REPAIRS AND SAFETY UPGRADES AND PURCHASING REPLACEMENT FIELD MAINTENANCE EQUIPMENT. MOTION CARRIED. 5 AYES.

5. Approving Resolution 2023-41 Approving a Temporary Three Day On-Sale Liquor License for August 18-20, 2023 to the Ramsey Lions for the 2023 Nowthen Threshing Show.

Discussion asking if the city had received the application to send to the state and the insurance certificate. Council member Rainville stated they have always provided them in the past and she didn't expect a problem with it.

MOTION BY COUNCIL MEMBER ALDERS, SECOND BY FLADEBO TO APPROVE RESOLUTION 2023-41 APPROVING A TEMPORARY THREE DAY ON-SALE LIQUOR LICENSE FOR AUGUST 18-20, 2023, TO THE RAMSEY LIONS FOR THE 2023 NOWTHEN THRESHING SHOW – CONTINGENT UPON RECEIVING THE ORIGINAL LIQUOR LICENSE APPLICATION AND INSURANCE CERTIFICATE NAMING THE CITY AS AN ADDITIONAL INSURED. MOTION CARRIED. 5 AYES.

ITEM NOT ON THE AGENDA

Council Member Fladebo apologized to the council members and staff, but asked if she could bring up something. She has received multiple calls from residents complaining about large, overweight driving on Old Viking Blvd due to the detour due to work on County Road 5 by Anoka County. Deputy Chief Jacobson to mention to Nowthen Deputies to watch Old Viking for heavy trucks and public works to post weight limit signs on the road.

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

The meeting adjourned at 8:40 PM.

Respectfully Submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor



REQUEST FOR COUNCIL ACTION

Agenda Item: 5C	Department: Administration	Requested Council Meeting Date: August 8, 2023	Submitted By: Lori Yager, Financial Consultant
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TITLE OF ISSUE: APPROVAL OF THE 2023 SECOND QUARTER FINANCIAL REPORT.

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

SOURCE OF FUNDING: None

REQUESTED COUNCIL ACTION: Approve the Second Quarter financial report for 2023.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
				X

Memorandum

Date: 7/26/23
To: Mayor and Councilmembers and City Administrator
From: Lori Yager – RTY Consulting
RE: June 2023 Financial Report

Attached are financial reports for the period ending June 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 up 3% over 2022. Most revenue categories are down except property tax revenues which are up 8% (\$51,490), fines & forfeitures are up 24% (\$972), interest earnings are up 63% (\$2,736) compared to 2022.

GENERAL FUND EXPENDITURES

General fund expenditures are up 38% or \$316,166 over last year. All departments, except elections, are under the 2023 budget amounts. The city is at 52% of the 2023 budget.

Looking at specific categories, Personal Services are up 70% or \$120,000 over 2022. This is the result of filling the open Administrator position and additional staffing. Supplies are up 15% or \$6,900. Professional Services are up \$38,000 over 2022 which is primarily associated with the new auditors and a timing difference for insurance expenditures. Utilities/maintenance expenditures are up about \$99,000 over 2022. Increases in operating costs and timing of purchases (calcium chloride) are the primary cause of this increase.

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. County grant funds are anticipated to help cover most expenditures in 2023.

GENERAL COMMENTS

Total cash and investments are down about (\$677,000) compared to 2022. The city continues to spend some of its' reserves as planned. Returns on investments have improved greatly.

CITY OF NOWTHEN

2023 BUDGET TO ACTUAL - JUNE

GENERAL FUND

Year To Date 3 Months 50% of Year

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>% Received/ Expended 2023</u>
<u>Revenues</u>			
Property Taxes	\$ 1,702,905	\$ 690,122	40.53%
Licenses and Permits	117,550	65,387	55.62%
Intergovernmental Revenue	300	1,673	557.67%
Planning & Zoning Fees	105,000	38,828	36.98%
Charges for Services	30,685	16,468	53.67%
Fines and Forfeitures	8,900	4,946	55.57%
Interest Earnings	6,000	7,024	117.07%
Other Miscellaneous	31,500	17,755	56.37%
Total	\$ 2,002,840	\$ 842,203	42.05%
<u>Expenditures</u>			
Mayor/Council	\$ 31,660	\$ 20,904	66.03%
Administration	402,230	168,708	41.94%
Elections	1,000	1,077	107.70%
Accounting/Assessing	59,550	52,759	88.60%
Legal	83,000	35,766	43.09%
General Govt Building	143,495	125,031	87.13%
Planning & Zoning	61,500	34,583	56.23%
Engineering	47,000	21,004	44.69%
Sheriff	411,835	211,519	51.36%
Fire	259,765	115,081	44.30%
Building Inspection	113,500	60,326	53.15%
Public Works	445,010	231,805	52.09%
Farmer's Market	2,500	512	20.48%
Park Maintenance	50,550	12,005	23.75%
Upper Rum River Watershed	10,000	9,866	98.66%
Contingency	10,000	0	0.00%
Total	\$ 2,132,595	\$ 1,100,946	51.62%
Transfers In	1,065	0	0.00%
Transfers Out	(75,000)	(37,500)	50.00%
Total Other Sources	(73,935)	(37,500)	50.72%
Sources (Uses) of Fund Balance	(\$203,690)	(\$296,243)	145.44%

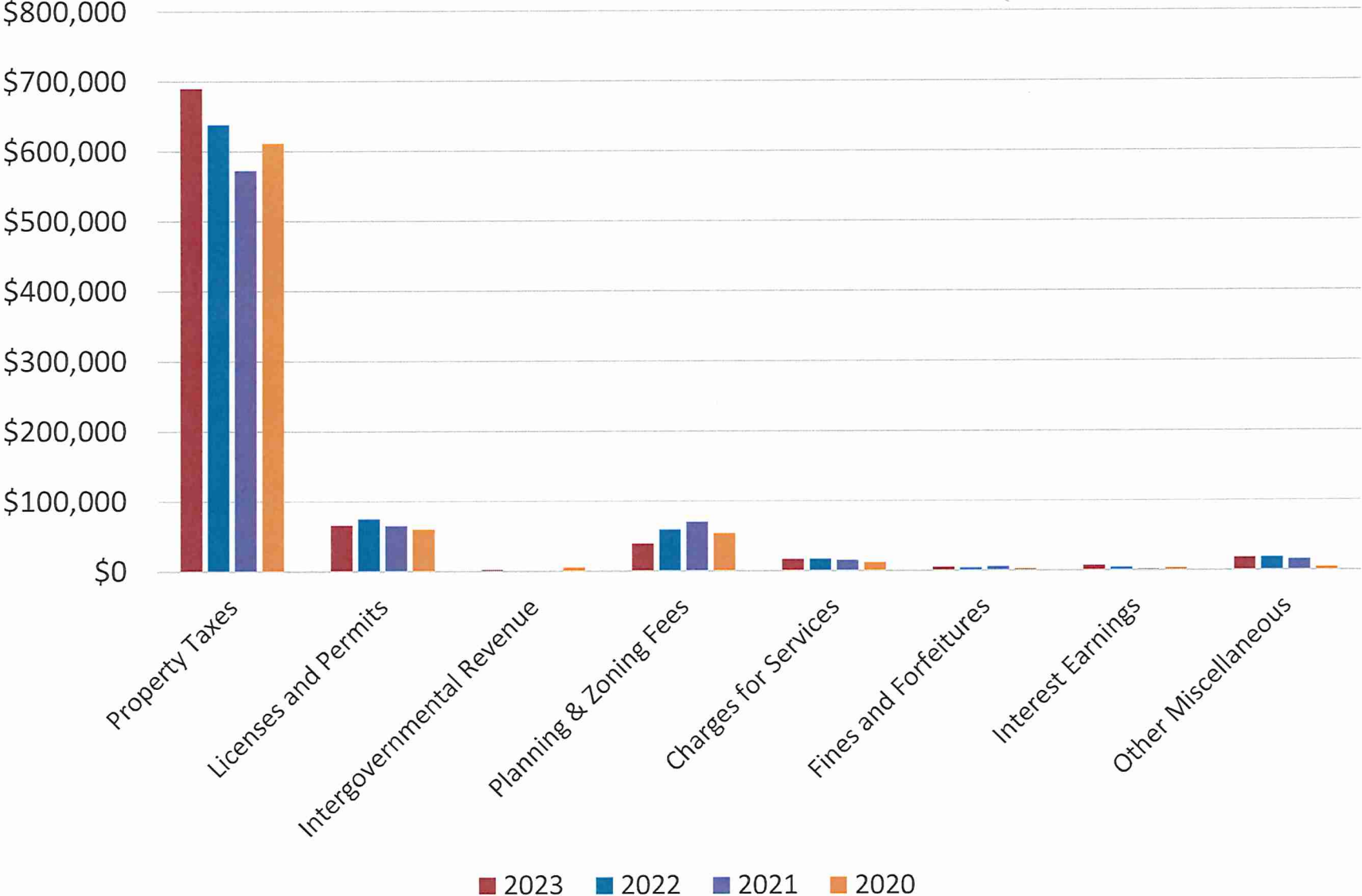
CITY OF NOWTHEN

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

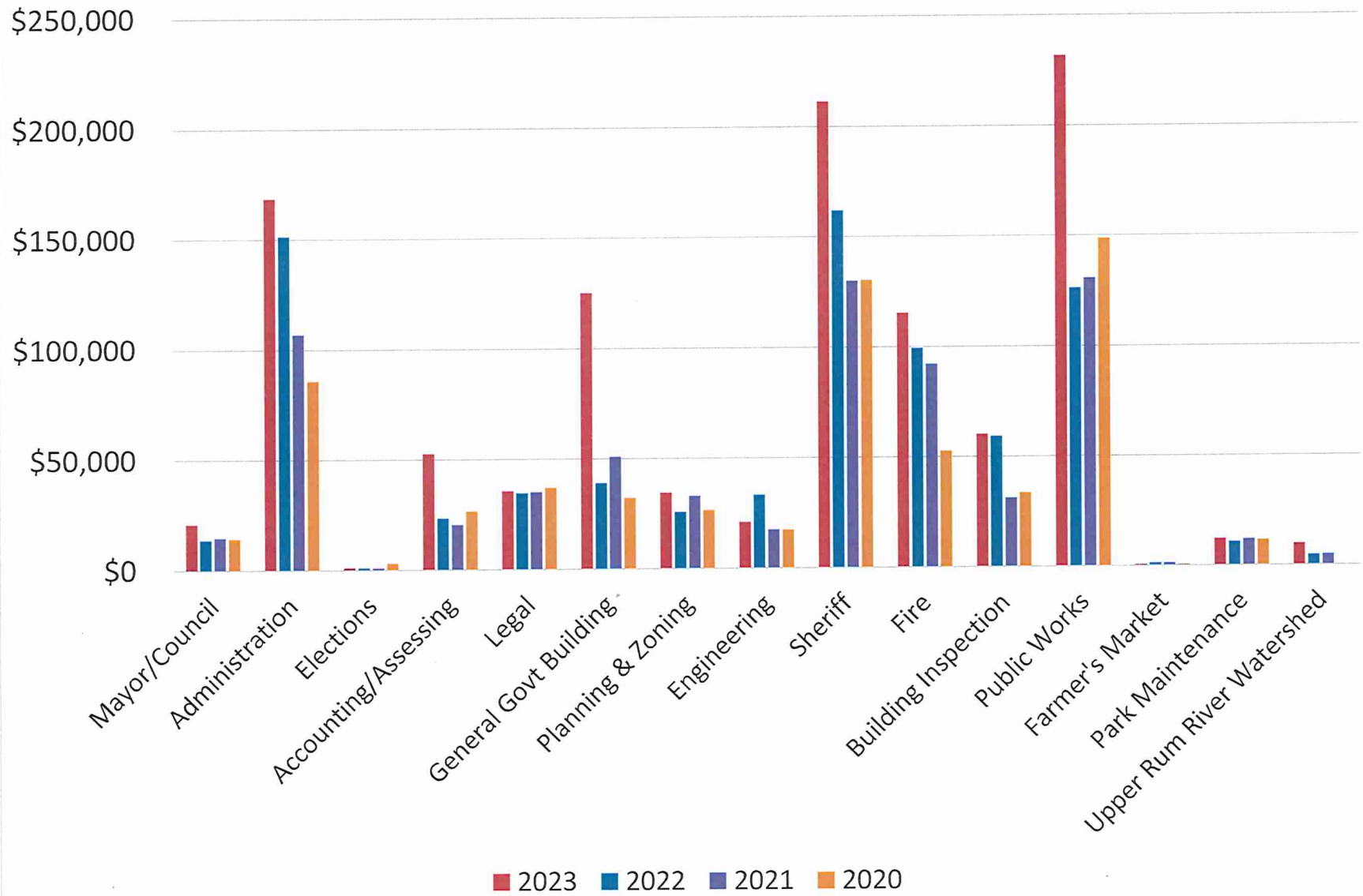
GENERAL FUND

Receipts	2023	2022	2021	2020
Property Taxes	\$690,122	\$638,632	\$573,158	\$611,813
Licenses and Permits	65,387	74,913	64,635	59,697
Intergovernmental Revenue	1,673	411	294	5,106
Planning & Zoning Fees	38,828	58,932	69,644	53,214
Charges for Services	16,468	16,542	14,816	11,842
Fines and Forfeitures	4,946	3,974	5,506	2,509
Interest Earnings	7,024	4,288	1,334	3,004
Other Miscellaneous	17,755	17,986	15,337	4,011
Total	\$842,203	\$815,678	\$744,724	\$751,196
Disbursements				
Mayor/Council	\$20,904	\$13,838	\$14,774	\$14,232
Administration	168,708	151,307	106,876	85,686
Elections	1,077	1,032	926	3,077
Accounting/Assessing	52,759	23,486	20,539	26,479
Legal	35,766	34,793	35,319	37,058
General Govt Building	125,031	39,104	51,032	32,306
Planning & Zoning	34,583	25,787	33,152	26,463
Engineering	21,004	33,467	17,497	17,331
Sheriff	211,519	162,043	129,848	130,252
Fire	115,081	99,158	92,016	52,777
Building Inspection	60,326	59,196	31,366	33,639
Public Works	231,805	126,085	130,724	148,598
Farmer's Market	512	1,330	1,270	480
Park Maintenance	12,005	10,716	11,976	11,508
Upper Rum River Watershed	9,866	4,688	4,884	0
Total	\$1,100,946	\$786,030	\$682,199	\$619,886
Transfers In/Out	37,500	36,250	53,750	76,141
Sources (Uses) of Fund Balance	(\$296,243)	(\$6,602)	\$8,775	\$55,169

Revenues



Expenditures by Department



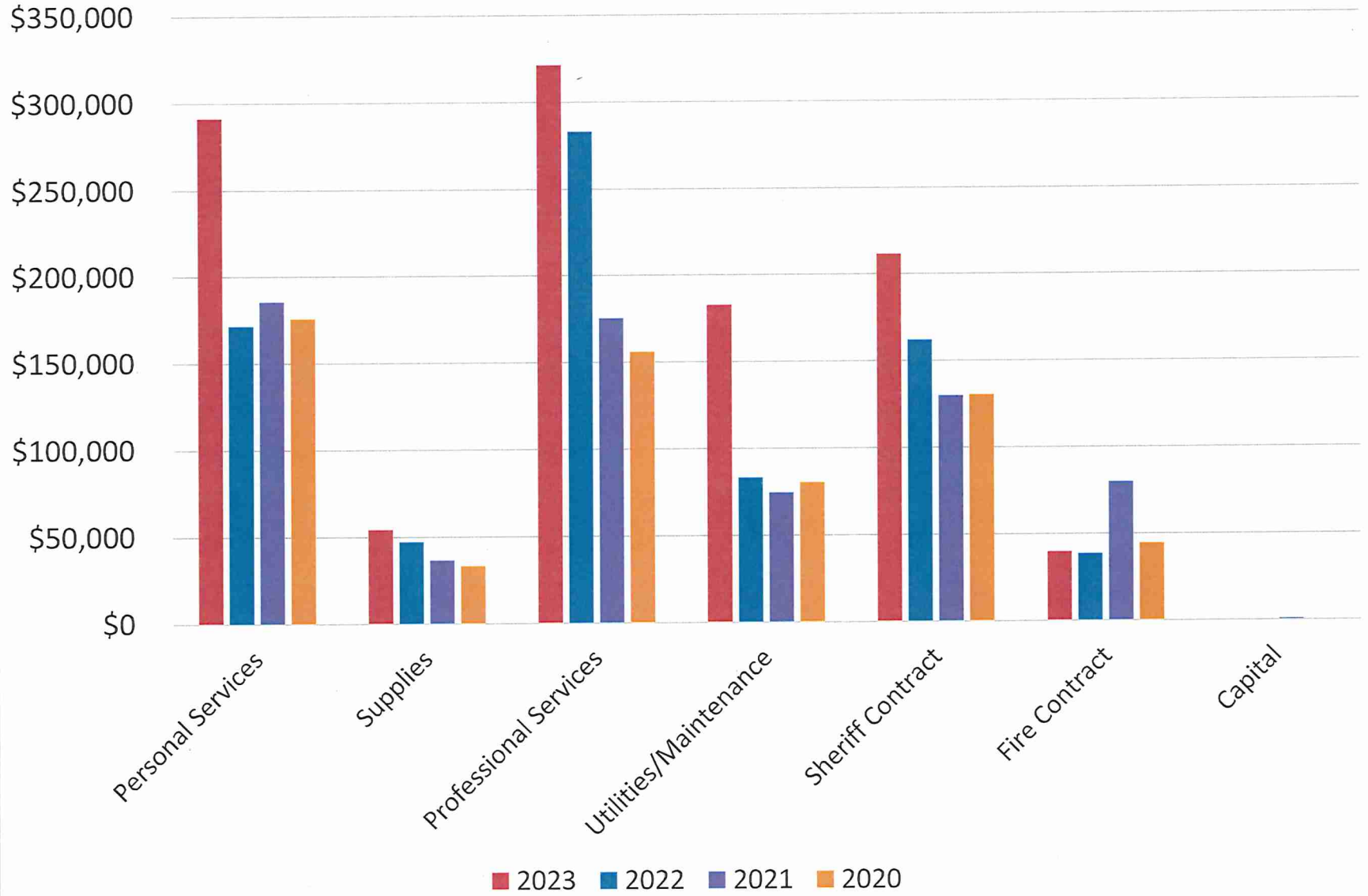
CITY OF NOWTHEN

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

GENERAL FUND

Revenues	2023	2022	2021	2020
Property Taxes	\$690,122	\$638,632	\$573,158	\$611,813
Licenses and Permits	65,387	\$74,913	\$64,635	\$59,697
Intergovernmental Revenue	1,673	\$411	\$294	\$5,106
Planning & Zoning Fees	38,828	\$58,932	\$69,644	\$53,214
Charges for Services	16,468	\$16,542	\$14,816	\$11,842
Fines and Forfeitures	4,946	\$3,974	\$5,506	\$2,509
Interest Earnings	7,024	\$4,288	\$1,334	\$3,004
Other Miscellaneous	17,755	\$17,986	\$15,337	\$4,011
Total Revenues	\$842,203	\$815,678	\$744,724	\$751,196
Expenditures				
Personal Services	\$291,498	\$171,494	\$185,451	\$175,564
Supplies	54,124	47,237	36,640	33,136
Professional Services	321,435	283,319	175,173	155,897
Utilities/Maintenance	182,549	83,276	74,624	80,434
Sheriff Contract	211,519	162,043	129,848	130,252
Fire Contract	39,821	38,661	79,847	44,603
Capital	0	0	616	0
Total Expenditures	1,100,946	786,030	682,199	619,886
TRANSFERS IN/OUT	37,500	36,250	53,750	76,141
Sources of Fund Balance	(\$296,243)	(\$6,602)	\$8,775	\$55,169

Expenditures by Category



CITY OF NOWTHEN
2023 FINANCIAL REPORT - JUNE
STATUS OF CASH BALANCES

<u>Fund</u>	Beginning Balance <u>1/1/2023</u>	Balance <u>6/30/2023</u>	Difference from prior year at <u>same time</u>	Balance <u>6/30/2022</u>
General Fund	\$ 1,420,006	\$ 1,123,763	\$ (140,371)	\$ 1,264,134
Debt Service funds	628,326	192,624	(271,822)	464,446
Park Capital Fund	275,368	278,022	5,172	272,850
Capital Improvement Funds	185,882	119,308	(67,525)	186,833
Road & Bridge Improvement Fund	1,064,841	1,061,974	(291,787)	1,353,761
Equipment Funds	583,686	453,815	(109,827)	563,642

CASH AND INVESTMENTS - ALL FUNDS
6/30/2023 6/30/2022

Total City Cash & Investments	\$ 3,510,841	\$ 4,188,427	\$ (677,586)
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CITY OF NOWTHEN
2023 FINANCIAL REPORT - MARCH

RECYCLING FUND
Year to Date, JUNE 30, 20XX

Receipts	<u>2023</u>	<u>2022</u>	<u>2021</u>
County Reimbursement	\$0	\$20	\$0
Recycling Proceeds	<u>12,184</u>	<u>14,579</u>	<u>12,824</u>
Total Revenue	12,184	14,599	12,824
 Disbursements			
Personal Services	24,440	15,258	7,943
Supplies	2,092	223	117
Professional	870	374	0
Utilities/Maintenance	15,651	7,757	2,875
Recycling Hauler	8,793	2,760	5,406
Capital	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	51,846	26,372	16,341
Operating Income (loss)	(39,662)	(11,773)	(3,517)
Non-Operating Revenue (Expense)	131	0	0
Net Income (Loss)	\$ (39,531)	(11,773)	(3,517)
Capital Outlay	0		
Cash Balance 6/30/23	\$ (409)		
Cash Balance 6/30/22	\$ 11,627		
Cash Variance	(12,036)		

CITY OF NOWTHEN

CURRENT CASH & INVESTMENTS

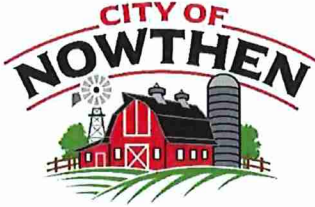
For the Quarter Ending JUNE 30, 2023

	MATURITY DATES			TOTAL
	2023	2024	2025	
CHECKING ACCOUNT	\$124,217			\$124,217
4M MONEY MKT FUND	\$222,968			\$222,968
CERTIFICATE OF DEPOSIT	\$962,600	\$1,183,200		\$2,145,800
TREASURY	\$389,281	\$380,516		\$769,797
BOND FUND	\$302,177			\$302,177
TOTAL	\$2,001,243	\$1,563,716	\$0	\$3,564,959

	6/30/2023	6/30/2022	INCREASE/ DECREASE
CHECKING ACCOUNT	\$124,217	\$756,352	(\$632,135)
4M FUND	\$525,145	\$2,941,095	(\$2,415,950)
CERTIFICATE OF DEPOSIT	\$2,145,800	\$499,200	\$1,646,600
TREASURY	\$769,797		\$769,797
TOTAL	\$3,564,959	\$4,196,647	(\$631,688)

GOVERNMENTAL FUNDS
BALANCE SHEET
AS OF JUNE 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	\$1,166,361	\$2,520	\$192,828	\$278,022	\$119,308	\$1,061,974	(\$409)	\$453,815	\$3,274,419
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>\$1,248,545</u>	<u>\$2,520</u>	<u>\$436,593</u>	<u>\$278,022</u>	<u>\$119,308</u>	<u>\$1,084,603</u>	<u>(\$409)</u>	<u>\$863,315</u>	<u>\$4,032,497</u>
LIABILITIES									
Payables	29,041								29,041
Deferred Revenues	45,818		243,765			22,629			312,212
TOTAL LIABILITIES	<u>74,859</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>341,253</u>
FUND BALANCE									
RESTRICTED			192,828					\$409,500	602,328
ASSIGNED				278,022					278,022
UNASSIGNED	<u>1,173,686</u>	<u>2,520</u>			<u>119,308</u>	<u>1,061,974</u>	<u>(409)</u>	<u>453,815</u>	<u>2,810,894</u>
TOTAL FUND BALANCE	<u>\$1,173,686</u>	<u>\$2,520</u>	<u>\$192,828</u>	<u>\$278,022</u>	<u>\$119,308</u>	<u>\$1,061,974</u>	<u>(\$409)</u>	<u>\$863,315</u>	<u>\$3,691,244</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$1,248,545</u></u>	<u><u>\$2,520</u></u>	<u><u>\$436,593</u></u>	<u><u>\$278,022</u></u>	<u><u>\$119,308</u></u>	<u><u>\$1,084,603</u></u>	<u><u>(\$409)</u></u>	<u><u>\$863,315</u></u>	<u><u>\$4,032,497</u></u>



REQUEST FOR COUNCIL ACTION

Agenda Item: 5D	Department: Administration	Requested Council Meeting Date: August 8, 2023	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-43 ACCEPTING A \$2,500 MATCHING COMMUNITY SAFETY GRANT FROM CENTERPOINT ENERGY PRESENTED TO THE NOWTHEN FIRE DEPARTMENT.

BACKGROUND AND SUPPLEMENTAL INFORMATION: Assistant Chief Schrag applied for the \$2,500 matching Community Safety Grant from CenterPoint Energy a couple of months ago on behalf of the Nowthen Fire Department. A letter dated June 15, 2023 was sent to him informing that the Nowthen Fire Department had been selected to receive this Grant. The city received a check in the amount of \$2,500 to be applied toward the purchase of a Masimo Rad-57 (a non-invasive way to monitor CO levels in the bloodstream) and MSA Altair 4 gas monitor for fire fighters. The Masimo Rad-57 has been purchased and received; the MSA Altair 4 gas monitor has been ordered and not yet received. The Fire Department will use \$2,500 in funds from 100-42210-240 to meet the “matching” funds for these purchases.

SOURCE OF FUNDING: N/A

REQUESTED COUNCIL ACTION: Approval of Resolution 2023-43 accepting a \$2,500 matching community Safety Grant from CenterPoint Energy presented to the Nowthen Fire Department.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				X



505 Nicollet Mall
P.O. Box 59038
Minneapolis, MN 55459-0038

June 15, 2023

Adam Schrag, Asst. Fire Chief
8188 199th Ave NW
Nowthen, MN 55330

Dear Adam,

We are pleased to present the City of Nowthen with a Community Safety Grant in the amount of \$2500 for a Masimo Rad-57 (non-invasive way to monitor CO levels in blood stream) and MSA Altair 4 gas monitor for fire fighters.

The Community Safety Grant program offers an opportunity for CenterPoint Energy to invest in the cities we serve. For over 150 years we have partnered with communities supporting our shared commitment to safety while delivering safe, reliable natural gas.

Since 2003, the program has awarded more than \$3 million in donations and provided funding to support more than 1,500 projects in communities throughout CenterPoint Energy's service area.

Through the grant program, we help cities leverage local funds to purchase needed safety equipment or support safety projects that are important to your community.

IMPORTANT! Please confirm receipt of the check as soon as possible by emailing me at whitneyjo.peterson@centerpointenergy.com.

Thank you for your efforts to make our communities safer.

Sincerely,

A handwritten signature in blue ink that reads "Whitney Jo Peterson". The signature is written in a cursive style with a large, stylized initial "W".

Whitney Jo Peterson
Executive Assistant, MN Gas Operations
612-321-5002



Community Safety Grant

CenterPoint Energy is pleased to present the City of Nowthen with a Community Safety Grant for \$2500 that will be used for a Masimo Rad-57 (non-invasive way to monitor CO levels in blood stream) and MSA Altair 4 gas monitor for fire fighters.

Across our Minnesota service area, CenterPoint Energy awarded nearly \$104,000 to 49 communities to support safety projects in 2023. The Community Safety Grant program helps communities leverage local funds to purchase critical safety equipment or support safety projects that are important to your community.

CenterPoint Energy Community Safety Grants have enabled communities to install public AEDs (automated external defibrillators), update emergency communication equipment, purchase protective gear for first responders, install traffic control signs, purchase gas monitoring devices and more.




CenterPoint Energy is Minnesota's largest natural gas utility, serving 900,000 residential and business customers in more than 260 communities.

The Community Safety Grant program offers an opportunity for CenterPoint Energy to invest in the communities we serve. For more than 150 years, we have partnered with communities in support of our shared commitment to safety while delivering safe, reliable natural gas.

Since 2003, the Community Safety Grant program has awarded more than \$3 million in donations and provided funding to support more than 1,500 projects in communities throughout CenterPoint Energy's service area.

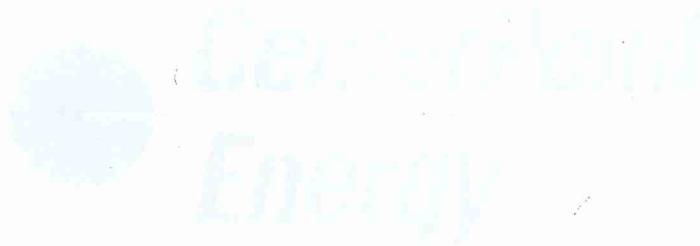
Thank you for your efforts to make your community safer.

Please feel free to celebrate our support for your community by tagging us on social media:

-  Facebook: CenterPointEnergy
-  Twitter: CenterPoint
-  LinkedIn: centerpoint-energy

CENTERPOINT ENERGY SERVICE COMPANY, LLC

REFERENCE NUMBER	DATE	VOUCHER	GROSS AMOUNT	DISCOUNT	NET AMOUNT
CSG GRANT MN	06/06/2023	1700237861	\$2,500.00	0.00	\$2,500.00



CHECK NUMBER	DATE	VENDOR NUMBER	VENDOR NAME	TOTAL AMOUNT
1087318	06/08/2023	MISCPAY	CITY OF NOWTHEN	\$2,500.00

If you have questions regarding this check, please send an email to accounts.payable@centerpointenergy.com.
Include the check number and voucher number for reference.



Masimo Americas, Inc.

Remit to address:

28932 Network Place
Chicago IL 60673-1289
E: arirvine@masimo.com
P: (949) 297-7000

INVOICE			
Date	Number	Type	Page
6/20/2023	3166874	SO Invoice	Page 1 of 2
Customer PO : NFD0616		Currency Code: USD	

SOLD TO
Nowthen Fire Department
8188 199th Ave NW
Nowthen, MN 55330
UNITED STATES

CUSTOMER ID
NF0030\$D

Sales Order ID: R176426
Confirm To: Joe Lawrence
E-mail: jlawrence@stfrancismn.org

Attention:
Reference: COM

Sales Rep:

Region: Order Class: N Order Entry: KEL

BILL TO
Nowthen Fire Department
8188 199th Ave NW
Nowthen, MN 55330
UNITED STATES

CUSTOMER ID
NF0030\$D

Bill To Phone:
Bill To Fax:
Resale Number:

Ship Via: FEDEX GROUND
FOB: SHIPPING POINT
Freight Terms: No Charge (Domestic)

Terms:

LINE PART ID	DESCRIPTION	CUSTOMER PART ID	U/M SHIP DATE	ORDER QUANTITY SHIPPED QUANTITY	UNIT PRICE EXTENSION	DISC TAX
1 R176426-001	3734 KIT, RAD-57 HANDHELD, EMS PKG 1, MA		EA 6/19/2023	1.0000 1.0000	3,995.00 3,995.00	R
2 25195	ASSEMBLY, BOXED,RAD-57 HHNLD,V2,CONFIGUR		EA 6/19/2023	1.0000 1.0000	0.00 0.00	R
3 31619	Contents List, Rad-57		EA 6/19/2023	1.0000 1.0000	0.00 0.00	R
4 19477	LABEL,WHITE,OPAQUE,THERMAL TRNSFR,4"X1"		EA 6/19/2023	1.0000 1.0000	0.00 0.00	R
5 2296	CARBOXYHEMOGLOBIN SATURATION (SpCO)		EA 6/19/2023	1.0000 1.0000	0.00 0.00	R
6 37909	Insert, eIFU		EA 6/19/2023	1.0000 1.0000	0.00 0.00	R
7 2696	RAINBOW DCI, SpO2/SpCO/SpMet, 1/BX		EA 6/19/2023	1.0000 1.0000	0.00 0.00	R
8 33650	QUICK REFERENCE GUIDE, RAD-57 CONFIG EMS		EA 6/19/2023	1.0000 1.0000	0.00 0.00	R
9 2208	CARRYING CASE, RAD-57, RED		EA 6/19/2023	1.0000 1.0000	0.00 0.00	R
10 33943	FLYER, RAD-57 RAINBOW UPGRADE		EA 6/19/2023	1.0000 1.0000	0.00 0.00	R
11 13027	4-PACK, AA BATTERY		PK 6/19/2023	1.0000 1.0000	0.00 0.00	R
12 2405	RC-1 CABLE, 1/BOX, MASIMO		EA 6/19/2023	1.0000 1.0000	0.00 0.00	R

100-42210-240



Masimo Americas, Inc.

Remit to address:
 28932 Network Place
 Chicago IL 60673-1289
 E: arirvine@masimo.com
 P: (949) 297-7000

INVOICE			
Date	Number	Type	Page
6/20/2023	3166874	SO Invoice	Page 2 of 2
Customer PO :	NFD0616	Currency Code:	USD

SOLD TO
 Nowthen Fire Department
 8188 199th Ave NW
 Nowthen, MN 55330
 UNITED STATES

CUSTOMER ID
 NF0030\$D

Sales Order ID: R176426
 Confirm To: Joe Lawrence
 E-mail: jlawrence@stfrancismn.org

Attention:
 Reference: COM Sales Rep:

Region: Order Class: N Order Entry: KEL

BILL TO
 Nowthen Fire Department
 8188 199th Ave NW
 Nowthen, MN 55330
 UNITED STATES

CUSTOMER ID
 NF0030\$D

Bill To Phone:
 Bill To Fax:
 Resale Number:
 Ship Via: FEDEX GROUND
 FOB: SHIPPING POINT
 Freight Terms: No Charge (Domestic)

Terms:

LINE PART ID	DESCRIPTION	CUSTOMER PART ID	U/M SHIP DATE	ORDER QUANTITY SHIPPED QUANTITY	UNIT PRICE EXTENSION	DISC TAX
13	FREIGHT CHARGED		EA	1.0000	9.00	
FREIGHT			6/19/2023	1.0000	9.00	R
14	FREIGHT CHARGE		EA	0.0000	0.00	
			6/19/2023	0.0000	0.00	N

Ship To: NF00302D
 Nowthen Fire Department
 8188 199th Ave NW
 Nowthen, MN 55330
 UNITED STATES

The pricing shown on the products listed may include discounts. If customer files any cost reports or claims for reimbursement with federal or state health care programs, customer will fully and accurately disclose and claim the amount of any discount in accordance with any applicable federal and state statutes and regulations.

INVOICE SUBTOTAL	DISC %	DISC AMT	TAX AMT	VAT AMT	FREIGHT AMT	INVOICE TOTAL
4,004.00	0.00	0.00	0.00	0.00		USD 4,004.00

Natalie Johnson

From: Joe Lawrence <JLawrence@stfrancismn.org>
Sent: Thursday, July 6, 2023 5:42 PM
To: Natalie Johnson; dschmidt@stfrancismn.org
Subject: Fw: Masimo Invoice Submission - Nowthen Fire Department - NF0030\$D
Attachments: 3166874.pdf

Here is one of two purchases for the centerpoint matching grant. The other purchase will be for approximately 1k coming soon. Usually we pay it and then use the centerpoint money as a reimbursement.

Joe Lawrence
Assistant Fire Chief
City of St. Francis/Nowthen
[612-386-7795](tel:612-386-7795)

From: masimo.cls.outbound@highradius.com <masimo.cls.outbound@highradius.com>
Sent: Thursday, July 6, 2023 4:55 PM
To: Joe Lawrence <JLawrence@stfrancismn.org>
Cc: masimo.cls.outbound@highradius.com <masimo.cls.outbound@highradius.com>
Subject: Masimo Invoice Submission - Nowthen Fire Department - NF0030\$D

You don't often get email from masimo.cls.outbound@highradius.com. [Learn why this is important](#)

Caution: This email originated outside our organization; please use caution.



07/06/2023

NF0030\$D

Nowthen Fire Department

·ATTN: Accounts Payable

8188 199th Ave NW

Nowthen, MN 55330

Dear Accounts Payable,

Please process the attached invoice 3166874. Below are our remit details for your reference.

Remittance Address	ACH
Masimo Americas Inc 28932 Network Place Chicago IL 60673-1289	JPMorgan Chase & Co. R/T: 124001545 Credit: Masimo Americas Inc. Account: 835150769 Remit E-mail: arpayments@masimo.com

Sincerely,

Amalia Cortez

Masimo Americas, Inc.

amalia.cortez@masimo.com

Phone: 949-297-7650

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. 2023-43

A RESOLUTION ACCEPTING A \$2,500 MATCHING COMMUNITY SAFETY GRANT FROM CENTERPOINT ENERGY PRESENTED TO THE NOWTHEN FIRE DEPARTMENT.

WHEREAS, Assistant Chief Schrag applied for the matching Community Safety Grant and;

WHEREAS, the Nowthen Fire Department has been selected to receive the Safety Grant for the purchase of a Masimo Rad-57 (a non-invasive way to monitor CO levels in the bloodstream) and MSA Altair 4 gas monitor for fire fighters and;

WHEREAS, The Masimo Rad-57 has been purchased and received, the MSA Altair 4 gas monitor has been ordered and not yet received. The Fire Department will use \$2,500 in funds from 100-42210-240 to meet the "matching" funds for these purchases.

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 a \$2,500 matching grant from Centerpoint Energy presented to the Nowthen Fire Department for the purchase of the Masimo Rad-57 and the MSA Altair 4 gas monitor for fire fighters.

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

And the following voted against the same: _____

Passed and adopted by the Nowthen City Council this 8th day of August 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 5E	Department: Fire Department	Requested Council Meeting Date: August 8, 2023	Submitted By: Fire Chief Dave Schmidt
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TITLE OF ISSUE: ACCEPT THE RESIGNATION OF FIREFIGHTERS GINGER WARREN AND CAPTAIN JUSTIN PETRICK.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Firefighter Ginger Warren and Captain Justin Petrick have submitted letters of resignation from the Fire Department. Firefighter Warren's resignation was effective July 11th, 2023, and Captain Petrick's resignation was effective July 12th, 2023.

SOURCE OF FUNDING: N/A

REQUESTED COUNCIL ACTION:

Accept the resignations of Firefighter Ginger Warren and Captain Justin Petrick.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER



REQUEST FOR COUNCIL ACTION

Agenda Item: 5F	Department: Fire Department	Requested Council Meeting Date: August 8, 2023	Submitted By: Fire Chief Dave Schmidt
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TITLE OF ISSUE: AUTHORIZE THE FIRE DEPARTMENT TO POST FOR PROMOTION THE OPEN CAPTAIN-TRAINING POSITION INTERNALLY.

BACKGROUND AND SUPPLEMENTAL INFORMATION:
 With Captain Justin Petrick resigning effective July 12th, 2023, the Fire Department has an open Fire Captain position. This Fire Captain position is responsible for Training Activities, which is a vital part of the organization. The Fire Department is requesting authorization to post the open position internally and fill the vacancy. All costs associated with this promotional process will be accounted for in the Fire Department operating budget.

SOURCE OF FUNDING: 100-42210-103

REQUESTED COUNCIL ACTION:
 Authorize the Fire Department to post for promotion the open Captain-Training position internally. The selected candidate would be hired subject to Council approval.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER

Position Title: Training and Administration Captain

Department: Fire Department

Position Title of Immediate Supervisor: Assistant Fire Chief

Position Summary:

Under the direction of the Assistant Fire Chief, administers, and performs the Department Wide Training Program. Works to develop, implement, and maintain all areas concerning the Fire Department. This position entails working additional fire hours, the ability to present / coordinate training material, and the ability to work well with others.

Supervision Received and Exercised:

Supervision is exercised over Firefighters. Work is performed independently under the direction of the Assistant Fire Chief. Performs varying forms of supervision and work direction for assigned to his/her company as well as firefighters at the scene of an emergency.

Essential Job Functions:

- Serves as training captain; prepares and conducts training sessions; prepares course outlines and examinations; provides information to the public through press releases and lectures; maintains relationships with media; edits audiovisual materials for training or public information purposes.
- Designs, prepares and delivers training and educational programs.
- Manages purchasing and requisitions for station supplies and equipment.
- Assumes positions of higher responsibility as assigned.
- Supervises a company of Firefighters on fire apparatus and at the scene of a fire or other emergency situation.
- Organizes and supervises daily work routine at fire station consisting of station and equipment maintenance; provides safety and other training to firefighters.
- Continues to train with fire tools and equipment to develop and maintain proficiency; receives training regarding new developments in hazards, equipment, and techniques; maintains adequate physical condition.
- Maintains records and prepares reports related to work and training of firefighters.
- Identifies training needs and provides counseling as needed.
- Operates a variety of fire suppression and emergency medical equipment.
- Performs related duties, as needed or assigned.

Knowledge, Skills and Abilities:

- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State EMT Certification.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.

- Skill in the operation of listed tools and equipment.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Qualifications:

Meets all qualifications of Nowthen Firefighter. Three (3) Years serving as a Nowthen Fire Fighter on Nowthen Fire Department or equivalent experience as approved by the Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II Certifications. Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations. Basic Fire Instructor and Basic Fire Service Leadership and Supervision.



REQUEST FOR COUNCIL ACTION

Agenda Item: 5G	Department: Administration	Requested Council Meeting Date: August 8, 2023	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-44 APPROVING THE RESIDENT TROOPS OF THE GIRL SCOUTS OF AMERICA TO USE THE NOWTHEN FIELDS AND FACILITIES FREE OF CHARGE, STILL REQUIRING THE CURRENT DEPOSIT FEE SCHEDULE TO BE FOLLOWED.

BACKGROUND AND SUPPLEMENTAL INFORMATION: A Girl Scouts of America Troop based in Nowthen had been using a St. Francis-owned facility free of charge. That building is now undergoing renovations and is currently unavailable for them to use. The reason they originally sought out a building outside of Nowthen was because of the cost the city of Nowthen was charging.

SOURCE OF FUNDING: None

REQUESTED COUNCIL ACTION: Approval of Resolution 2023-44, approving the resident Girl Scout Troops of America to use the Nowthen Fields and Facilities free of charge (excluding deposit fees).

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				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. 2023-44

A RESOLUTION APPROVING THE RESIDENT TROOPS OF THE GIRL SCOUTS OF AMERICA TO USE THE NOWTHEN FIELDS AND FACILITIES FREE OF CHARGE, STILL REQUIRING THE CURRENT DEPOSIT FEE SCHEDULE TO BE FOLLOWED.

WHEREAS, the Nowthen resident Girl Scouts of America would like a place to meet in Nowthen free of charge, and;

WHEREAS, the facility that the Nowthen Girl Scouts of America were using free of charge owned by the city of St. Francis is now unavailable to them because that building is being renovated and;

WHEREAS, the Girl Scouts of America are approved to use Nowthen Fields and Facilities at no charge, keeping in place the current deposit fee schedule.

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 Girls Scouts of America are approved to use the Fields and Facilities at no charge, keeping the current deposit fee schedule.

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

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 8th day of August, 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

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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. 2023-45

A RESOLUTION ACCEPTING A DONATION FROM THE ELK RIVER YOUTH HOCKEY ASSOCIATION (ERYHA) IN THE AMOUNT OF \$4,558.64

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 and;

WHEREAS, the \$4,558.64 donation will be ERYHA's 2nd Quarter donation, bringing the 2023 contributions to fund 100-36230 to \$9,133.79.

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 2nd Quarter donation of \$4558.64 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 _____ and was duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 8th day of August 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 5I	Department: Finance	Requested Council Meeting Date: August 8, 2023	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: ADOPTING THE 2024 – 2028 CAPITAL IMPROVEMENT AND EQUIPMENT REPLACEMENT PLANS.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Attached is the proposed 2024 – 2028 Capital Improvement and Equipment Replacement Plans prepared for your review and adoption.

City staff, Mayor Pilon and Lori Yager (consultant), met twice in May to discuss the proposed capital improvements and equipment replacements. Several changes were made to reduce potential impacts to the levy and budget. City staff met with the full city council on July 6th to discuss the plans.

Parks – there is a memorial park improvement project identified for 2024. Discussion surrounded an overall park plan for the city.

Building/Capital – there is continued funding for a new well and improvements to the town hall. There is a cold storage facility planned for 2028.

Road Improvements – Shane Nelson (engineer) provided a proposed street improvement schedule for the city. Discussion surrounded the high cost of assessments for certain projects in the future. Street improvements for 2024 include Waco St. NW and Waco Drive NW (\$649,600) and Erkium St. NW (\$315,000).

Equipment Replacements – Planned out several equipment replacements in the future. Decided to set up separate fund for Fire turnout gear to ensure funding for future needs. 2024 equipment replacements include final payment of fire engine (\$40,900) and paying for the Sterling truck ordered in 2022 with the bond funds (\$283,000).

SOURCE OF FUNDING:

The 2024 Capital Improvements and Equipment Replacements will be incorporated into the 2024 Budget.

REQUESTED COUNCIL ACTION:

Adopt the 2024 – 2028 Capital Improvement and Equipment Replacement Plans.

CITY OF NOWTHEN
CAPITAL IMPROVEMENTS AND EQUIPMENT REPLACEMENTS

The Capital Improvement Plan (CIP) and the Equipment Replacement Plan (ERP) are flexible plans based upon long-range planning and financial projections, which schedules the major public improvements and equipment needs that may be incurred by the City over the next five years.

Flexibility of the CIP and ERP are established through annual review and revision, if necessary. The annual review assures that the programs will become a continuing part of the budgetary process and that they will be consistent with changing demands as well as changing patterns in cost and financial resources.

Funds are appropriated only for the first year of the programs, which are then included in the annual budget. The CIP and ERP serve as tools for implementing certain aspects of the City's comprehensive plan, therefore, the program describes the overall objectives of City development, the relationship between projects with respect to timing and need, and the City's fiscal capabilities.

The CIP and ERP can help assure: A systematic approach to planning and initiating capital projects and equipment needs affording the opportunity to plan the location, timing and financing of needed public improvements; The development of a realistic program of capital spending within the City's projected fiscal capability to finance such projects, avoiding sharp change in the tax levy; The coordination of public and private improvement projects permitting adequate time for design and engineering to eliminate duplication of effort and expense; The expenditure of public funds that are compatible with the City's adopted Comprehensive Plan; That the public is kept informed of the proposed future projects and expenditures;

That private investors are aware of the City's long-range development plan so that they may guide their development in a way that is compatible with the City's plan; Aid in achieving federal, state and/or county participation by providing the necessary planning and lead time for successful application for grants.

DESCRIPTIONS

In order to effectively plan for and manage the projects contained in a CIP and ERP, it is necessary to group similar activities in "Categories". The City of Nowthen's activities are divided into four categories which are; 1) Transportation, 2) Parks 3) General Public Buildings 4) Equipment. Categories are explained in the following sections.

TRANSPORTATION

Program Description: This includes streets, traffic signs and signals and parking lots.

Program goal: Provide for the safe and efficient movement of people and goods throughout the city.

Streets

A. The goal of the street program is to provide safe, convenient, economic public streets to best facilitate the movement of vehicular traffic.

B. Streets may be constructed with permanent surfaces or gravel, to the standards established by the City.

C. Streets should be of a size and load capacity consistent with their functional classifications.

D. Timely major repair to preserve the basic capital investment in streets.

Signs/Signals

A. To provide an efficient and orderly system of street and traffic signs to promote safe, convenient travel throughout the City.

B. Signs and signals should be installed in conformity with the Minnesota Manual on Uniform Traffic Control Devices.

Parking Lots

A. To provide sufficient parking facilities to promote safe, convenient parking throughout the City.

B. Parking lots should be maintained to the standards established by the City.

PARKS

Program Description: This includes community parks, open spaces, recreational structures and facilities.

Program goal: Provide facilities for the safe, stimulating and comprehensive leisure time activities for Nowthen citizens.

Community facilities

- A. Provide park sites which serve the entire City and to provide facilities that serve community-wide needs.
- B. Acquire or maintain sites that have valuable and unique natural characteristics to preserve irreplaceable community resources.
- C. Preserve properties that have valuable historic-cultural qualities.
- D. Preserve and maintain existing structures and facilities in order to retain current service and safety levels.
- E. Construct or acquire structures and facilities necessary to meet the changing needs of the community.

GENERAL PUBLIC BUILDINGS

Program Description: This includes buildings for governmental operations including administrative, public safety, public works and community programs.

Program goal: Provide facilities for efficient and effective operations of the city goals and objectives for Nowthen residents, businesses and property owners.

Administrative Offices

- A. Provide facilities for the efficient and safe conduct of legislative and administrative functions of the City.
- B. Maintain current facilities in a state of good repair to maximize cost effectiveness and avoid costly repairs.
- C. Upgrade facilities as necessary to provide for the efficient, safe and effective provision of City services.

Maintenance Facilities

- A. Provide facilities for the efficient and safe conduct of City maintenance functions.
- B. Maintain current facilities in a state of good repair to maximize cost effectiveness and avoid costly repairs.
- C. Upgrade facilities as necessary to provide for the efficient, safe and effective provision of City services.
- D. Provide public services with adequate storage space for equipment to ensure longevity and maximum use of equipment.

Public Safety Facilities

- A. Provide facilities for the efficient and safe conduct of City public safety functions.
- B. Maintain current facilities in a state of good repair to maximize cost effectiveness and avoid costly repairs.
- C. Upgrade facilities as necessary to provide for the efficient, safe and effective provision of City services.
- D. Provide fire station for storage of fire equipment and for training and meetings of fire fighters to ensure prompt and efficient protection of life and property.

EQUIPMENT

Program Description: This includes equipment for governmental operations including administrative, public safety, public works and parks.

Program goal: Provide equipment for efficient and effective operations of the city goals and objectives for Nowthen residents, businesses and property owners.

Administrative Offices

A. Provide equipment for the efficient and safe conduct of legislative and administrative functions of the City.

B. Maintain current equipment in a state of good repair to maximize cost effectiveness and avoid costly repairs.

C. Upgrade equipment as necessary to provide for the efficient, safe and effective provision of City services.

Maintenance Facilities

A. Provide equipment for the efficient and safe conduct of City maintenance functions.

B. Maintain current equipment in a state of good repair to maximize cost effectiveness and avoid costly repairs.

C. Upgrade equipment as necessary to provide for the efficient, safe and effective provision of City services.

D. Provide public services with adequate storage space for equipment to ensure longevity and maximum use of equipment.

Public Safety Facilities

A. Provide equipment for the efficient and safe conduct of City public safety functions.

B. Maintain current equipment in a state of good repair to maximize cost effectiveness and avoid costly repairs.

C. Upgrade equipment as necessary to provide for the efficient, safe and effective provision of City services.

Capital Improvement Plan City of Nowthen, Minnesota

Project Name: Park Improvements

Construction Year: 2024

Department: Parks

Description:

Potential improvements to Memorial Park or Twin Lakes Parks. Possible improvements to trails, buildings, equipment and landscaping.

Justification:

Park dedication fees are collected with new development in the city for the specific purpose of making improvements to existing parks or adding additional trails or parks.

Budget Impact/Other:

\$30,000

Useful Life 20 years

CITY OF NOWTHEN
Capital Improvement Financial Planning

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
PARK CAPITAL							
CASH BEGINNING BALANCE	255,935	273,065	253,757	261,407	246,864	226,738	209,674
<u>Sources</u>							
Interest	3,225	8,192	10,150	10,456	9,875	7,936	7,339
Dedication fees	27,500	2,500	27,500	5,000	0	5,000	5,000
Donations							
Total Sources	<u>30,725</u>	<u>10,692</u>	<u>37,650</u>	<u>15,456</u>	<u>9,875</u>	<u>12,936</u>	<u>12,339</u>
<u>Uses</u>							
Park Improvements			30,000	30,000	30,000	30,000	30,000
Pickleball court (2)							
Trails							
Memorial Park improvements		15,000					
Disc golf - 9 holes							
Twin Lakes		15,000					
Concession Stand Door	5,585						
Pavillion Improvements	5,707						
Dugouts							
Total Uses	<u>11,292</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
Net Source/(Use)	<u>19,433</u>	<u>(19,308)</u>	<u>7,650</u>	<u>(14,544)</u>	<u>(20,125)</u>	<u>(17,064)</u>	<u>(17,661)</u>
CASH BALANCE 12-31-28							192,012

Capital Improvement Plan City of Nowthen, Minnesota

Project Name: Cold Storage Building

Construction Year: 2028

Department: Public Works

Description:

Cold storage building for public works to store some equipment.

Justification:

Storing equipment in a building provides shelter from weather therefore extending the useful life of the equipment

Budget Impact/Other:

\$100,000

Useful Life 30 years

CITY OF NOWTHEN
Capital Improvement Financial Planning

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
CAPITAL IMPROVEMENT FUND							
CASH BEGINNING BALANCE	195,208	187,483	19,631	20,416	21,233	22,082	22,855
<u>SOURCES</u>							
Interest	2,273	4,687	785	817	849	773	800
Miscellaneous							
Land Sale							
Issue Bonds							
Transfers In	0	135,000	0	0	0	0	85,000
Total Sources	<u>2,273</u>	<u>139,687</u>	<u>785</u>	<u>817</u>	<u>849</u>	<u>773</u>	<u>85,800</u>
<u>USES</u>							
Cold Storage							100,000
New Well		175,000					
Public services building imprvmts	11,599						
City Hall-Main Bldg		57,539					
Furnace & Air conditioning city hall							
Council Chamber improvements	0	75,000					
Recycling Center modification							
Total Uses	<u>11,599</u>	<u>307,539</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>
Net Source/(Use)	(9,326)	(167,852)	785	817	849	773	(14,200)
CASH BALANCE 12-31-28							8,655

Capital Improvement Plan City of Nowthen, Minnesota

Project Name: Waco Street NW and Waco Drive NW

Project Year: 2024

Department: Engineering

Description:

Reconstruction of Waco St NW and Waco Dr NW. The streets were constructed in 1988 and have surpassed the 20-year design life. A reconstruction, including concrete curb and gutter, is necessary. The project is proposed to be completed jointly with the City of Ramsey. The total equivalent length is 2400 LF.

Justification:

Each paved street within the city is scheduled to receive preventative maintenance and structural improvements on a regular scheduled basis.

Budget Impact/Other:

\$649,600, includes 5% for construction cost increase.

Useful Life 20 years

Capital Improvement Plan City of Nowthen, Minnesota

Project Name: Sun Land Acres 2nd Addition (Tiger St. NW)

Project Year: 2025

Department: Engineering

Description:

Full depth reclamation and paving of Sun Land Acres 2nd Addition: Tiger St NW. The streets were constructed in 1995 and have surpassed the 20- year design life. Full depth reclamation and paving will provide a new pavement surface. The total equivalent length is 2630 LF.

Justification:

Each paved street within the city is scheduled to receive preventative maintenance and structural improvements on a regularly scheduled basis. Design life of 20 years is utilized.

Budget Impact/Other:

\$351,200, includes 5% for construction cost increase.

Useful Life 20 years

Capital Improvement Plan City of Nowthen, Minnesota

Project Name: Burns Country Estates (194th LN NW)

Project Year: 2025

Department: Engineering

Description:

Full depth reclamation and paving of Burns Country Estates: 194th Ln NW. The streets were constructed in 1997 and are near the 20-year design life. A full depth reclamation and paving will provide a new pavement surface. The total equivalent length is 2350 LF.

Justification:

Each paved street within the city is scheduled to receive preventative maintenance and structural improvements on a regularly scheduled basis. Design life of 20 years is utilized.

Budget Impact/Other:

\$279,400, includes 5% for construction cost increase.

Useful Life 20 years

Capital Improvement Plan City of Nowthen, Minnesota

Project Name: Shiloh Creek (Krypton St. NW)

Project Year: 2026

Department: Engineering

Description:

Full depth reclamation and paving of Shiloh Creek: Krypton St NW. The streets were constructed in 2000 and have surpassed their 20-year design life. A full depth reclamation and paving will provide a new pavement surface. The total equivalent length is 1245 LF.

Justification:

Each paved street within the city is scheduled to receive preventative maintenance and structural improvements on a regularly scheduled basis. Design life of 20 years is utilized.

Budget Impact/Other:

\$229,200, includes 5% for construction cost increase.

Useful Life 20 years

Capital Improvement Plan City of Nowthen, Minnesota

Project Name: Engren's Addition (Lithium St. NW)

Project Year: 2026

Department: Engineering

Description:

Full depth reclamation and paving of Engren's Addition: Lithium St NW. The streets were constructed in 1996 and have surpassed the 20-year design life. Full depth reclamation and paving will provide a new pavement surface. Total equivalent length is 1320 LF.

Justification:

Each paved street within the city is scheduled to receive preventative maintenance and structural improvements on a regularly scheduled basis. Design life of 20 years is utilized.

Budget Impact/Other:

\$240,500, includes 5% for construction cost increase.

Useful Life 20 years

Capital Improvement Plan City of Nowthen, Minnesota

Project Name: Peterson's Pond View Estates (189th LN NW)

Project Year: 2026

Department: Engineering

Description:

Full depths reclamation and paving of Peterson's Pond View Estates: 189th Ln NW. The streets were constructed in 1994 and have surpassed the 20-year design life. Full depth reclamation and paving will provide a new pavement surface. The total equivalent length is 1600 LF.

Justification:

Each paved street within the city is scheduled to receive preventative maintenance and structural improvements on a regularly scheduled basis. Design life of 20 years is utilized.

Budget Impact/Other:

\$266,800, includes 5% for construction cost increase.

Useful Life 20 years

Capital Improvement Plan City of Nowthen, Minnesota

Project Name: Prairie Brook Estates (218th Ave. NW)

Project Year: 2027

Department: Engineering

Description:

Full depth reclamation and paving of Prairie Brook Estates: 218th Ave NW. The streets were constructed in 1996 and are near the 20-year design life. Full depth reclamation and paving will provide a new pavement surface. The total equivalent length is 1270 LF.

Justification:

Each paved street within the city is scheduled to receive preventative maintenance and structural improvements on a regularly scheduled basis. Design life of 20 years is utilized.

Budget Impact/Other:

\$222,600, includes 5% for construction cost increase.

Useful Life 20 years

Capital Improvement Plan City of Nowthen, Minnesota

Project Name: Westpahl Country Acres

Project Year: 2027

Department: Engineering

Description:

Full depth reclamation and paving of Westpahl Country Acres: 229th Ave NW, Argon St NW, Waco St NW. The streets were constructed in 1996 and are near the 20-year design life. Full depth reclamation and paving will provide a new pavement surface. The total equivalent length is 3800 LF.

Justification:

Each paved street within the city is scheduled to receive preventative maintenance and structural improvements on a regularly scheduled basis. Design life of 20 years is utilized.

Budget Impact/Other:

\$467,1600, includes 5% for construction cost increase.

Useful Life 20 years

Capital Improvement Plan City of Nowthen, Minnesota

Project Name: Jasper St. NW

Project Year: 2028

Department: Engineering

Description:

Reconstruction of Jasper St NW. The streets were constructed in 1993 and have surpassed their 20-year design life. The existing road is narrow, and the in-slopes do not meet current safety standards. A full reconstruction is necessary, including widening. The total equivalent length is 7800 LF.

Justification:

Each paved street within the city is scheduled to receive preventative maintenance and structural improvements on a regularly scheduled basis. Design life of 20 years is utilized.

Budget Impact/Other:

\$1,826,800, includes 5% for construction cost increase.

Useful Life 20 years

CITY OF NOWTHEN
Capital Improvement Financial Planning

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
ROAD IMPROVEMENT FUND							
CASH BEGINNING BALANCE	1,311,841	1,078,116	899,379	320,755	1,125,361	464,729	1,233,474
<u>SOURCES</u>							
Issue bonds				1,750,000		1,500,000	
Special Assessments (prepaid)			60,000	35,000	35,000	35,000	35,000
Special Assessments (county)				26,480	26,480	26,480	26,480
Interest	15,035	32,343	35,975	28,726	39,388	33,766	37,004
Transfers In						0	0
Total Sources	<u>15,035</u>	<u>32,343</u>	<u>95,975</u>	<u>1,840,206</u>	<u>100,868</u>	<u>1,595,246</u>	<u>98,484</u>
<u>USES</u>							
Bond issue costs				65,000		65,000	
Engineering/legal costs	49,115	5,000	25,000	25,000	25,000	25,000	25,000
Maintenance	9,140	100,000					
2020 RIP							
2021 RIP		42,024					
2024 RIP			649,600				
2025 RIP				945,600			
2026 RIP				0	736,500		
RIP's					0	736,500	689,700
Overlay							
Ditches							
Culverts		64,000					
Micro-surfacing	175,318	56					
Total Uses	<u>233,573</u>	<u>211,080</u>	<u>674,600</u>	<u>1,035,600</u>	<u>761,500</u>	<u>826,500</u>	<u>714,700</u>
Net Source/(Use)	<u>(218,538)</u>	<u>(178,737)</u>	<u>(578,625)</u>	<u>804,606</u>	<u>(660,632)</u>	<u>768,746</u>	<u>(616,216)</u>
CASH BALANCE 12-31-28							617,258

Equipment Plan City of Nowthen, Minnesota

Equipment : Network computers

Replacement/New Year: 2027

Department: Administration

Description:

Network computers for citywide software systems.

Justification:

Software changes and updates require improved computers for efficient running purposes. Computers tend to lose their useful life after about 6 years.

Budget Impact/Other:

\$13,500

Useful Life 6 years

Equipment Plan City of Nowthen, Minnesota

Equipment : Financial Software

Replacement/New Year: 2028

Department: Administration

Description:

Financial Software for recording and tracking all financial transactions of the city.

Justification:

Financial Software should be updated or replaced every 8 years to ensure the city has the most reliable and efficient software for its purposes.

Budget Impact/Other:

\$40,000

Useful Life 40 years

Equipment Plan City of Nowthen, Minnesota

Equipment : Turnout Gear

Replacement/New Year: Annually

Department: Fire

Description:

Turnout gear for fire fighter protection.

Justification:

Turn out gear is needed for every fire fighter. It also needs replacement every 10 years or earlier. This equipment protects firefighters while fighting fires.

Budget Impact/Other:

\$7,500

Useful Life 10 years

Equipment Plan City of Nowthen, Minnesota

Equipment : Grass 1 (2008)

Replacement/New Year: 2028

Department: Fire

Description:

Smaller fire engine for.....

Justification:

Grass 1 has a 20-year life expectancy. Currently it is working fine but expect it will need replacing in 2028.

Budget Impact/Other:

\$120,000

Useful Life 10 years

Equipment Plan City of Nowthen, Minnesota

Equipment : Sterling dump truck (2007)

Replacement/New Year: 2027

Department: Public Works

Description:

Dump truck used for hauling and plowing.

Justification:

Dump truck has a 20-year life expectancy. These trucks are used constantly and have a lot of wear and tear on them. The longer they are kept in service the higher the maintenance costs are. The city always needs two functioning trucks.

Budget Impact/Other:

\$350,000

Useful Life 20 years

Equipment Plan City of Nowthen, Minnesota

Equipment : Tri-axle trailer (1987)

Replacement/New Year: 2028

Department: Public Works

Description:

Multi use trailer for moving equipment. ??

Justification:

Tri-axle trailer is used to move smaller equipment and supplies throughout the city. Currently it is working fine but expect it will need replacing in 2028.

Budget Impact/Other:

\$45,000

Useful Life 40 years

CITY OF NOWTHEN
Equipment Replacement Plan Financial Projections

	2022	2023	2024	2025	2026	2027	2028
EQUIPMENT FUND							
Cash balance beginning	1,129,939	583,897	375,756	66,836	69,510	72,290	1,319
Sources							
Interest earnings	9,390	17,517	15,030	2,673	2,780	2,530	46
Other revenues	22,201	40,000					
Transfer In	72,500					330,000	190,000
Total Sources	104,091	57,517	15,030	2,673	2,780	332,530	190,046
Uses							
Capital Outlay - Equipment	1,417						
Network computers - 6yrs						13,501	
Finance Software - 8 yrs						40,000	
Sterling 9500 (2024)			283,000				
Sterling dump truck (2007)						350,000	
Chevy 3500 Truck (2023)		116,808					
Trailer tri-axle (1987)							45,000
12" Toro (2022)	31,000						
CAT Snow Blower	8,600						
2018 Ford Exploier - Fire vehicle 12-31	11,726						
Tanker 1 (2023)	409,500		40,950				
Rescue 1 (2005) - new engine		40,000					
Grass 1 (2008)							120,000
Fire Equipment - Fire Safety USA	5,411						
SCBA Packs (8)	54,731						
Extrication Tools (2022)	30,463						
Lucas 3 Chest Compression (2022)	22,179						
Inflatable Boat	10,530						
Turnout Gear	18,126	15,000					
Principal on Bond	0	80,000					
Interest on Bond	6,917	13,850					
Total Uses	610,600	265,658	323,950	0	0	403,501	165,000
Net Source or (Use)	(506,509)	(208,141)	(308,920)	2,673	2,780	(70,971)	25,046

CASH BALANCE 12-31-28 **26,365**

CITY OF NOWTHEN
Equipment Replacement Plan Financial Projections

	2024	2025	2026	2027	2028	2029	2030
TURNOUT GEAR FUND							
Cash balance beginning	0	5,000	10,200	15,557	21,024	26,654	29,954
Sources							
Interest earnings	0	200	357	467	631	800	899
Other revenues	0	0	0	0	0	0	0
Transfer In	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Total Sources	7,500	7,700	7,857	7,967	8,131	8,300	8,399
Uses							
Turnout Gear	2,500	2,500	2,500	2,500	2,500	5,000	15,000
Total Uses	2,500	2,500	2,500	2,500	2,500	5,000	15,000
Net Source or (Use)	5,000	5,200	5,357	5,467	5,631	3,300	(6,601)

CASH BALANCE 12-31-30 **23,353**



REQUEST FOR COUNCIL ACTION

Agenda Item: 5J	Department: Administration	Requested Council Meeting Date: August 8, 2023	Submitted By: Robert Ruppe City Attorney
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TITLE OF ISSUE: APPROVAL OF ORDINANCE 2023-02 PROHIBITING PUBLIC USE OF CANNABIS PRODUCTS WITHIN THE CITY OF NOWTHEN.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

This ordinance would be prohibiting the public use of Cannabis Product.

Attached is Ordinance 2023-02 Prohibiting the public use of Cannabis Product prepared by City Attorney Ruppe and City Administrator Lehner.

SOURCE OF FUNDING: None

REQUESTED COUNCIL ACTION: Approve Ordinance 2023-02 Prohibiting Public Use of Cannabis Products within the City of Nowthen.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
	X			

**CITY OF NOWTHEN
ANOKA COUNTY
STATE OF MINNESOTA**

ORDINANCE NO. 2023-02

**ORDINANCE ESTABLISHING CHAPTER 3, SECTION 5 OF THE NOWTHEN CITY
CODE “PROHIBITING THE PUBLIC USE OF HEMP AND CANNABIS PRODUCTS”**

The City Council of the City of Nowthen, Minnesota hereby ordains:

Section 1. Establishment of Chapter 3, Section 5 of the Nowthen City Code. Chapter 3, Section 5, of the Nowthen City Code is hereby established to state as follows:

SECTION 5

PROHIBITING THE PUBLIC USE OF HEMP AND CANNABIS PRODUCTS

Section:

3-5-1 Purpose and Intent

3-5-2 Definitions

3-5-3 Prohibited Activity

3-5-4 Penalty

3-5-5 Conflicts

3-5-1. Purpose and Intent. The purpose of this Section is to regulate the public use of hemp and cannabis products within the City of Nowthen, to protect the public health, safety and welfare of its residents.

3-5-2. Definitions. The definitions in Minn. Stat. § 342.01 apply to this Section. In this Section:

Cannabis Flower: The harvested flower, bud, leaves, and stems of a cannabis plant. Cannabis flower includes adult-use cannabis flower and medical cannabis flower. Cannabis flower does not include cannabis seed, hemp plant parts, or hemp-derived consumer products.

Cannabis Product: Any of the following: (1) cannabis concentrate; (2) a product infused with cannabinoids, including but not limited to tetrahydrocannabinol, extracted or derived from cannabis plants or cannabis flower; or (3) any other product that contains cannabis concentrate. Cannabis product includes adult-use cannabis products, including but not limited to edible cannabis products and medical cannabinoid products.

Lower-Potency Hemp Edible: Any product that (1) is intended to be eaten or consumed as a beverage by humans; (2) contains hemp concentrate or an artificially derived cannabinoid, in combination with food ingredients; (3) is not a drug; (4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25

milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts; (5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving; (6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol; (7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and (8) is a type of product approved for sale by the Office of Cannabis Management or is substantially similar to a product approved by that Office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

Hemp-Derived Consumer Product: A product intended for human or animal consumption, does not contain cannabis flower or cannabis concentrate, and (1) contains or consists of hemp plant parts; or (2) contains hemp concentrate or artificially derived cannabinoids in combination with other ingredients.

Public Place: Property owned, leased, or controlled by a governmental unit and private property that is regularly and frequently open to or made available for use by the public in sufficient numbers to give clear notice of the property's current dedication to public use but does not include the following:

- (1) a private residence including the person's curtilage or yard;
- (2) private property not generally accessible by the public, unless the person is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or
- (3) the premises of an establishment or event licensed to permit on-site consumption.

3-5-3. Prohibited Activity. No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place. No person shall vaporize or smoke cannabis products, artificially derived cannabinoids, or hemp-derived consumer products in any location where the smoke, aerosol, or vapor would be inhaled by a minor.

3-5-4. Penalty. Violation of this Section shall be a petty misdemeanor having a fine payable up to \$300. Nothing in this Section prohibits the City from seeking prosecution for an alleged violation.

3-5-5. Conflicts: In the event of any conflict between the provisions of this Section and applicable provisions of State law, rules or regulations, the provisions of State law, rules or regulations shall prevail.

Section 2. Severability. If any provision of this section is held invalid, such invalidity will not affect other provision of this section that can be given force and effect without the invalidated section or provision.

Section 3. Effective Date. This Ordinance shall be effective immediately upon its passage and publication.

ADOPTED by the City Council this 8th day of August, 2023.

Jeff Pilon, Mayor

ATTEST:

Scott Lehner, City Administrator

PUBLIC NOTICE

**CITY OF NOWTHEN
ANOKA COUNTY
STATE OF MINNESOTA**

Adoption of Ordinance No. 2023-02

**ORDINANCE ESTABLISHING CHAPTER 3, SECTION 5 OF THE NOWTHEN CITY CODE
“PROHIBITING THE PUBLIC USE OF HEMP AND CANNABIS PRODUCTS”**

The City Council of the City of Nowthen hereby ordains that on the 8th day of August 2023 the above referenced Ordinance was adopted. Due to the lengthy content of the Ordinance, a brief summary follows:

- Section 1** **Establishment.** Establishment of Chapter 3, Section 5 of the City Code.
- 3-5-1** **Purpose and Intent.** Identifies the purpose and intent of the Ordinance.
- 3-5-2** **Definitions.** Clarifies language used in the Ordinance.
- 3-5-3** **Prohibited Activity.** Prohibits the public use of cannabis flower and products in public places.
- 3-5-4** **Penalty.** Identifies the consequences for violation of this Ordinance.
- 3-5-5** **Conflicts.** Provides for any conflict between the Ordinance and State law.
- Section 2** **Severability.** Validity of the Ordinance should a provision be declared invalid.
- Section 3** **Effective date.** Identifies the effective date of Ordinance.

The above Ordinance shall take effect and be in full force immediately following its adoption and upon publication. A copy of the Ordinance can be viewed by contacting the City Administrator during business hours.

/s/ Jeff Pilon, Mayor

ATTEST:

/s/ Scott Lehner, City Administrator

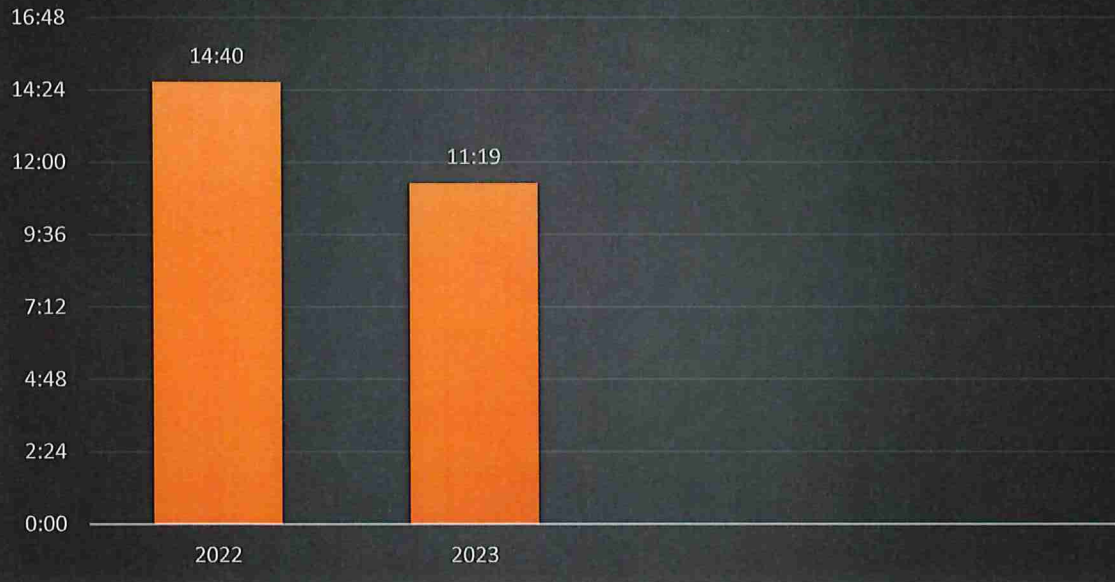
MONTHLY COMPARISON REPORT

2022-2023

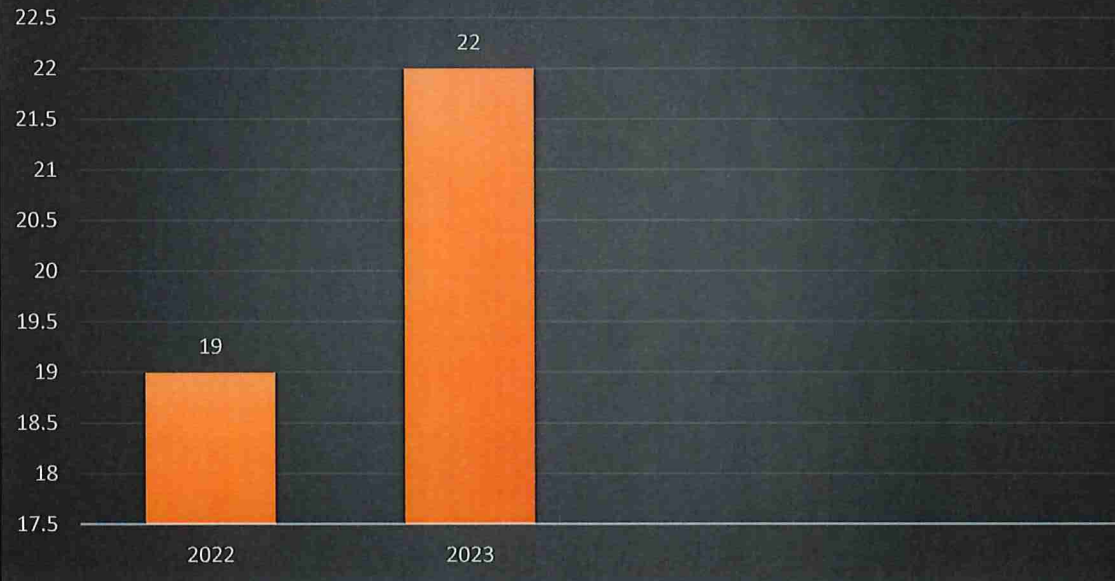
July



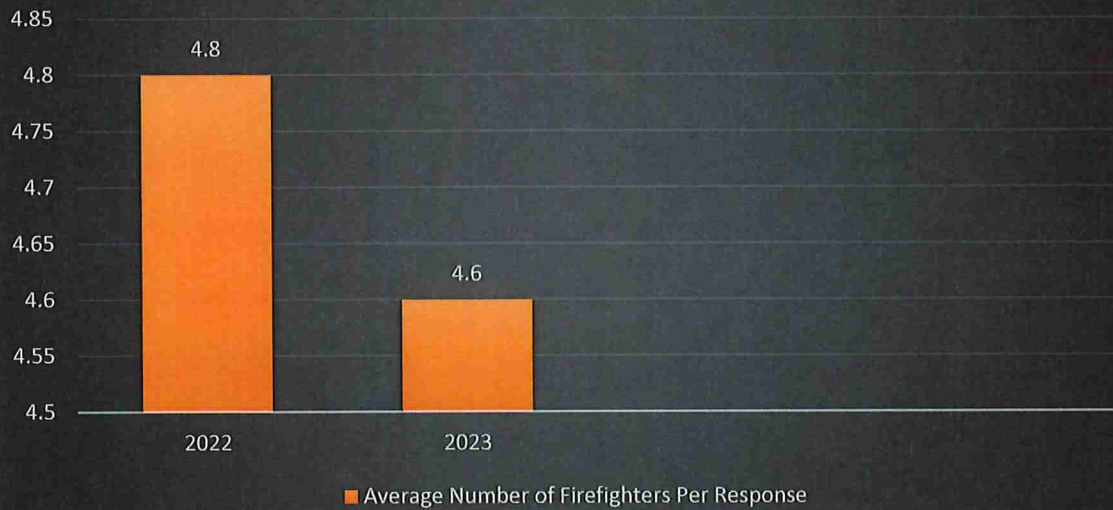
July Response Times 2022-2023



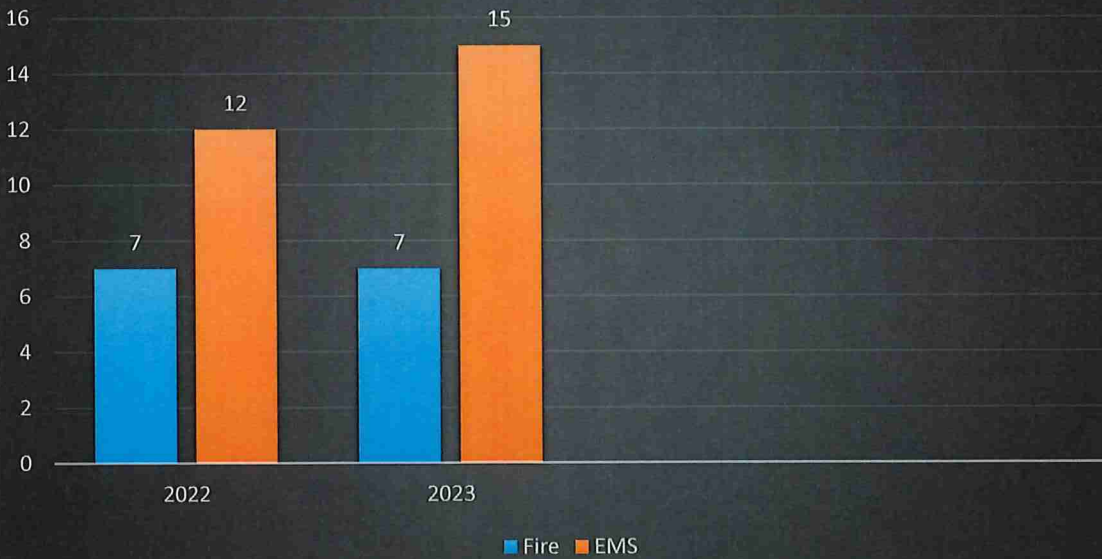
July Calls for Service 2022-2023



Average Number of Firefighters Per Response 2022-2023



Fire Runs vs. EMS Runs July 2022-2023



For the month of July 2023, the fire department responded to 22 incidents (same as the previous month) with an average response time of 11 minutes and 19 seconds (1 minute and 21 second decrease from June). The average number of firefighters attending calls for service was 4.6. The fire department reports no dollar loss from fires during the month of July. The fire department assisted other agencies 2 times in the month of July, and received assistance from other agencies 5 times for the month of July.

On July 9th, the fire department responded to a grass fire in the ditch at the intersection of 201st and Engen. Crews extinguished the fire that was approximately 20'x20' in size at the time of arrival.

On July 9th, a second grass fire was reported 18100 block of St. Francis Blvd, the fire was out when crews arrived but discovered spent fireworks in area of the fire.

On July 19th, the fire department responded to a report of a vehicle that drove off the roadway on the 21200 block of St. Francis Blvd. On arrival the driver was found to be in cardiac arrest and CPR was initiated along with application of an AED. Despite multiple shocks delivered from the AED and the Lucas Device, the patient did not survive.

On July 19th, the fire department responded to a report of a tree on fire, on arrival crews found a pine tree on fire and were able to quickly extinguish the fire. The cause of the fire was determined to be from a lightning strike.

Nowthen Council Meeting – August 8th, 2023

Opening

Mr. Mayor, members of the City Council, City Staff, and Citizens of Nowthen. The following is the Sheriff's Office report for the Month of July 2023:

Calls for Service

Sheriff's Deputies responded to 126 calls for service.

July 2023 calls for service included:

- 3 to Bar None
- 5 Alarms
- 8 Medicals
- 7 Animal Complaints

Bar None

On 07/15/2023 at 1:51 AM, ACSO responded to the facility on a report of a person in crisis. The victim was reported to have a self-inflicted cut on their arm and was locked in their room. The arriving deputy began a dialogue with the victim through the door of the room and was ultimately able to convince the victim to place their hands on the window and allow deputies to take the victim into protective custody. The victim was transported to a nearby hospital for crisis care.

On 07/17/2023 at 12:22 AM, ACSO responded to the facility on a report of a juvenile who was armed with an improvised weapon and was threatening staff. Deputies arrived and encountered the juvenile in a common area. The juvenile was hiding their hands and indicated to deputies they had a weapon and would use it. Deputies engaged in a lengthy negotiation with the juvenile, but ultimately went hands-on with the juvenile when the juvenile tried to leave the area. The juvenile was found not to be armed with any type of weapon. The juvenile was booked at the Lino Lakes Juvenile Center on charges of 5th degree assault and obstruction of the legal process.

Noteworthy Calls for Service

On 07/07/2023 at 6:13 AM, an ACSO countywide unit was on patrol in the City of Nowthen when his squad car was passed by another motorist who had been traveling in the same direction of the squad. The sergeant noted the vehicle appeared to be traveling well beyond the posted speed limit of 55 miles per hour on Highway 47. The sergeant measured the vehicle's speed at 73 miles per hour and initiated a traffic stop. The driver, an adult male, was found to have an expired driver's license and a warrant for his arrest out of Isanti County for failure to appear in court. The driver was cited for speeding and driving on an expired license. He was released into the custody of an Isanti County deputy.

On 07/11/2023 at 10:43 AM, ACSO responded to a report of a crash in the area of Viking Blvd. NW and Baugh St. NW. The crash involved a 2009 Ford F150 and a 2007 Ford Econoline 100. The investigation into the accident showed the Econoline was westbound on Viking Blvd. NW and came to a stop at the posted stop sign at Baugh St. NW before proceeding through the intersection. A witness reported the F150 ran the stop sign for Baugh St. NW and struck the Econoline. The driver of the F150, an adult male, showed signs of impairment. A preliminary breath test showed his BAC to be .042, but the deputy had probable cause to draft a search warrant for a blood sample from the driver to check for additional intoxicants. The blood sample was taken from the suspect at a

nearby hospital. The suspect was then booked on charges of DWI and fail to obey a traffic control device (stop sign). No one was injured in the crash.

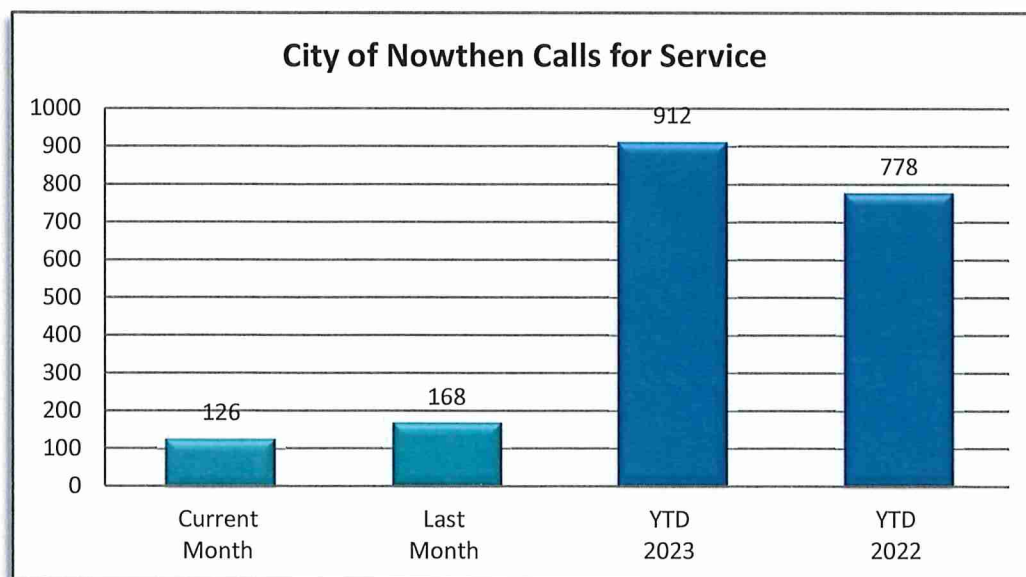
Miscellaneous

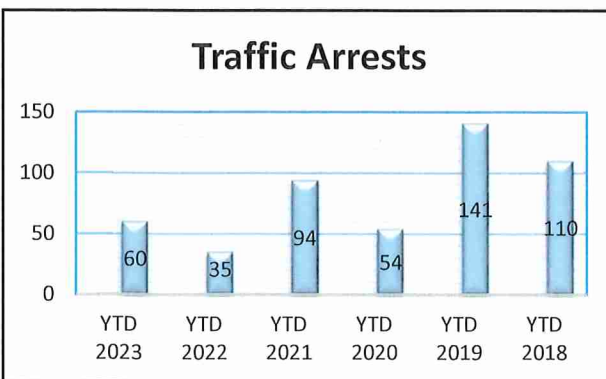
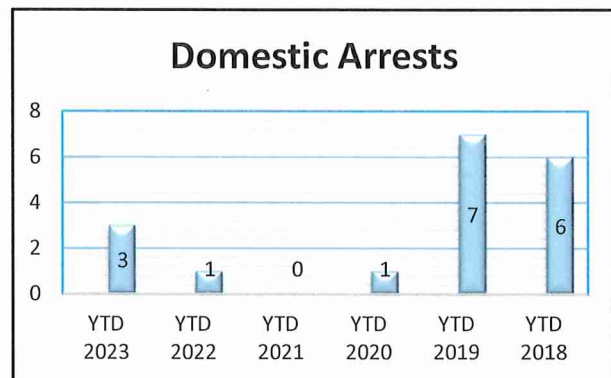
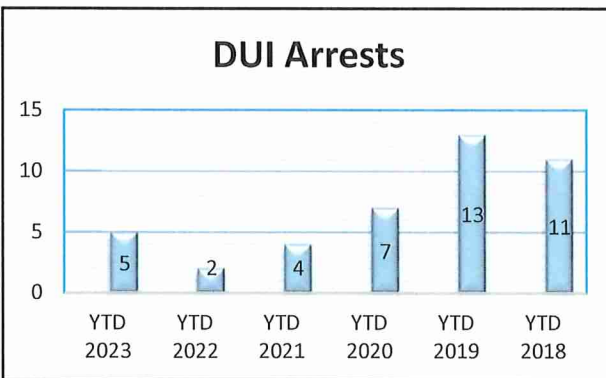
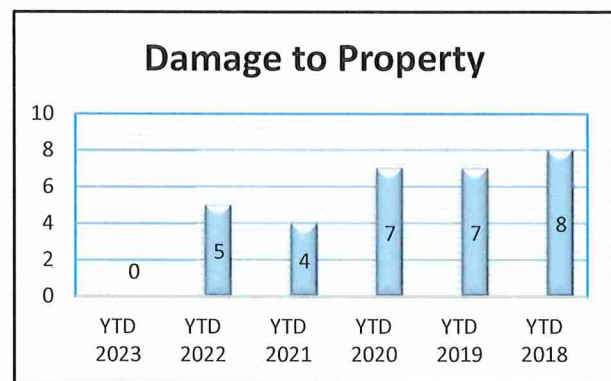
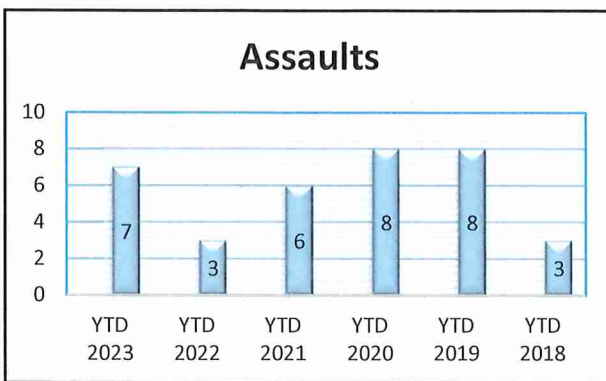
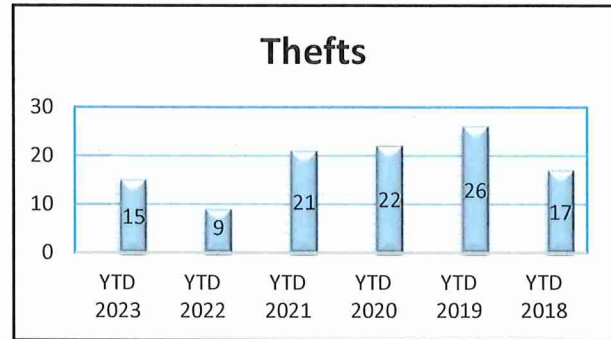
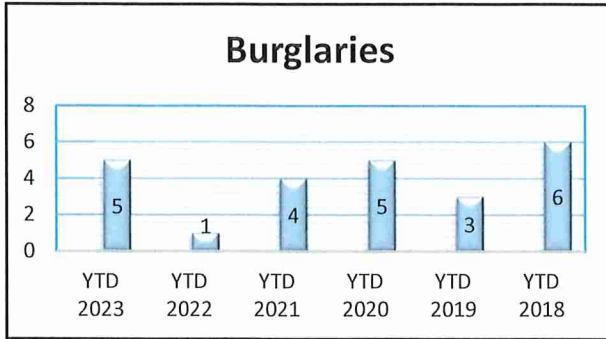
Comments regarding 2023 Night to Unite.

Closing

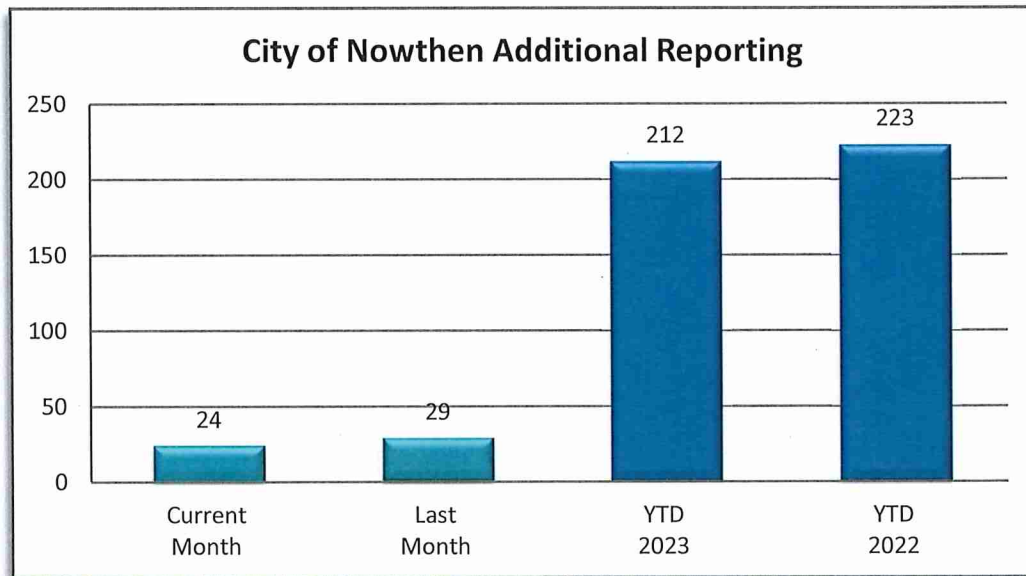
Time for the mayor and members of the council to ask questions.

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Call for Service	118	82	105	146	167	168	126						912	778
Burglaries	0	1	0	2	0	2	0						5	1
Thefts	2	1	2	1	4	5	0						15	9
Crim Sex Conduct	0	0	0	0	0	0	0						0	0
Assault	0	0	0	3	2	0	2						7	3
Dam to Property	0	0	0	0	0	0	0						0	5
Harass Comm	0	0	0	0	0	0	0						0	0
PI Accidents	3	2	1	2	2	2	2						14	9
PD Accidents	7	4	6	5	4	4	5						35	40
Felony Arrests	0	3	0	1	1	0	0						5	0
Gross Misd Arrests	0	1	2	1	2	1	0						7	1
Misd Arrests	1	0	5	5	1	3	5						20	6
DUI Arrests	0	1	2	0	0	1	1						5	2
Domestic Arrests	0	0	0	0	2	0	1						3	1
Warrant Arrests	1	1	1	0	1	0	0						4	6
Traffic Stop	52	26	40	42	28	33	68						289	225
Traffic Arrests	9	9	10	7	6	3	16						60	35





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						18	19
Alarms	3	6	3	5	2	3	5						27	37
Animal Complaints	9	8	5	16	18	11	7						74	60
Fire	1	0	1	0	1	0	1						4	2
MV Complaints	0	0	0	0	1	0	0						1	0
Medicals	11	11	12	13	20	12	8						87	98
Ordinance	1	0	0	0	0	0	0						1	7
2023 TOTALS	28	26	24	39	42	29	24	0	0	0	0	0	212	223

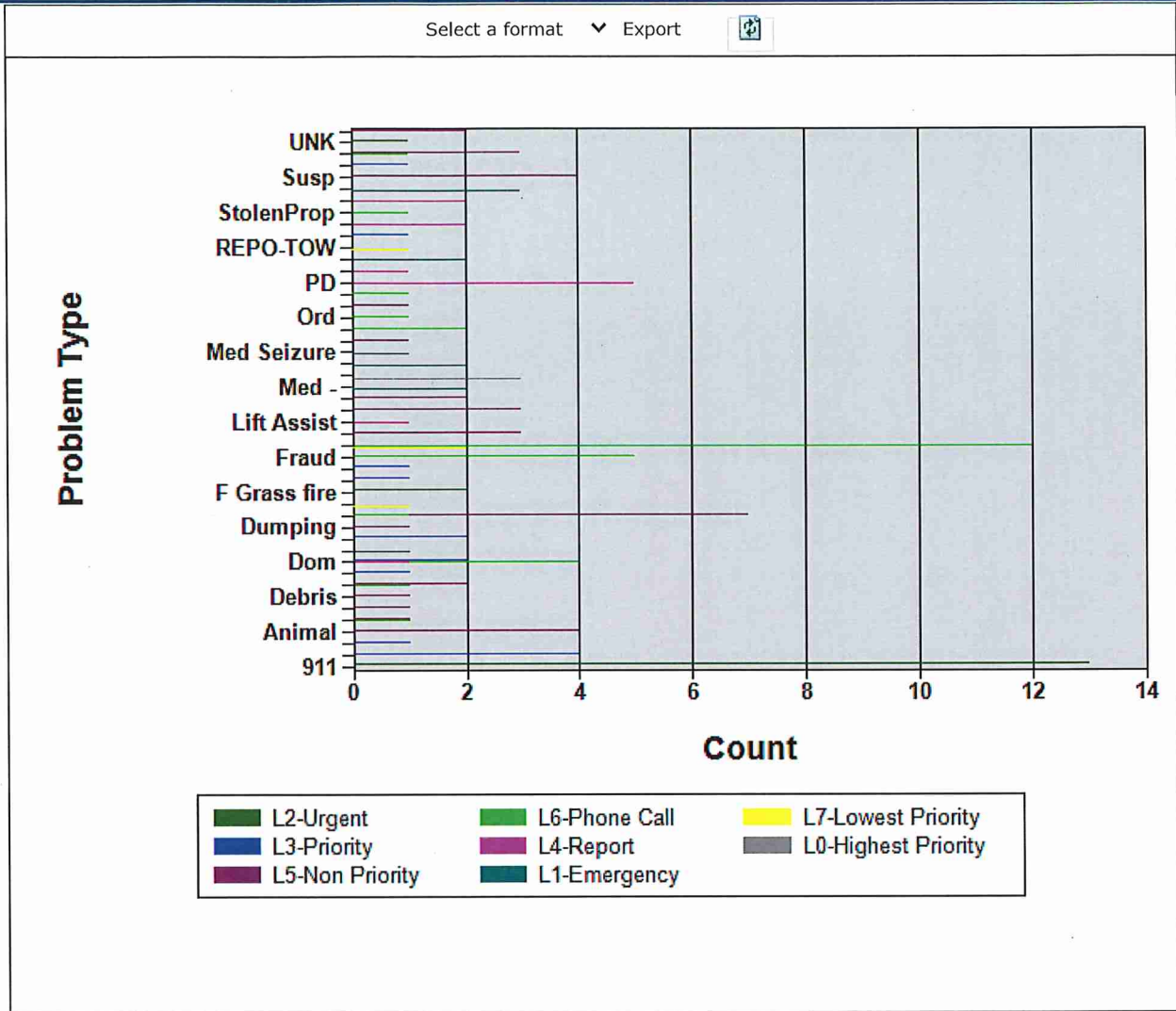


Problem Type Summary

1:33 PM 08/01/2023

Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	Nowthen Law
Day Range:	Date From 7/1/2023 To 7/31/2023
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	13	0	0	0	0	0	13
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	4	0	0	0	0	4

WT

Total

0	0	0	0	0	0	0	0	0
3	11	16	14	12	36	30	4	126

Go Back

Close



REQUEST FOR COUNCIL ACTION

Agenda Item: 11H	Department: Public Works	Requested Council Meeting Date: August 8, 2023	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-46 TO REPLACE THE 120 GALLON WATER TANK AT THE TWIN LAKES PARK RESTROOM.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The existing 120-gallon water tank has failed at the Twin Lakes Park Restroom. Over the weekend, people were using it without water causing a significant mess for public works. Public Works has been told the 120-gallon pressure tank is waterlogged and has exhausted its life expectancy. To prevent the public from using the restrooms a portable toilet has been ordered and the restroom has been closed for the time being. We have received two (2) bids to replace the tank.

- 1) Mork Well Company - \$2,785 (also gave some options for upgrades – See quote)
- 2) Nowthen Plumbing - \$2,550 (no upgrade options).

It is the recommendation of Public Works to have Nowthen Plumbing replace the tank as soon as possible to re-open the public restrooms at Twin Lakes Park.

SOURCE OF FUNDING: 404-10100 Park Capital & Development

REQUESTED COUNCIL ACTION: Approve Resolution 2023-46 Authorizing the Replacement of 120-gallon water tank at the Twin Lakes Park Restroom.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				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. 2023-46

A RESOLUTION AUTHORIZING THE REPLACEMENT OF THE 120-GALLON WATER TANK AT THE TWIN LAKES PARK RESTROOM.

WHEREAS, the existing 120-gallon water tank at the Twin Lakes Park Restroom has failed and;

WHEREAS, public works has received two (2) bids to replace the tank and;

WHEREAS, it is the recommendation of the public works staff to have Nowthen Plumbing replace the tank as soon as possible to re-open the public restrooms at the park.

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 Staff is authorized to have Nowthen Plumbing replace the existing 120-gallon water tank with a new 120-gallon water tank per the estimate (2023-9554) to provide water at the park public restroom.

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

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 8th day of August 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

**NOWTHEN
PLUMBING**
no drips allowed.



19960 Ferret Street NW
Elk River, MN 55330
Phone: 763-753-5216
Fax: 763-753-5125

ESTIMATE

DATE	ESTIMATE NO.
8/2/2023	2023-9554

NAME / ADDRESS
<p>Nowthen City of 8188 199th Avenue NW Elk River, MN 55330</p>

TERMS	PROJECT	License #062192-PM	
Due upon completion	Twin Lakes Park Restroom		
DESCRIPTION		TOTAL	
<p>Estimate for replacing the well tank in the restroom building. We will drain and remove the existing well tank. We will provide and install a Well Mate WM35-WB well tank.</p> <p>Total for all above plumbing labor and materials.</p>		2,550.00	
		TOTAL	\$2,550.00

**THANK YOU FOR YOUR
CONSIDERATION**

SIGNATURE _____

Natalie Johnson

From: Billy Krystosek <billy@morkwell.com>
Sent: Thursday, August 3, 2023 12:10 PM
To: Natalie Johnson
Subject: Options and pricing for Twin Lakes Park well

Hi Natalie,

I was told to email you pricing and options for the well at Twin Lakes Park.

The problem is that the 120 gallon pressure tank is waterlogged. This makes the pump cycle on/off rapidly causing the control box to trip out.

The cost to replace the tank will be around \$2,785 depending on exact parts/labor.

The other option would be to upgrade this to a constant pressure variable speed system. Most well systems larger than a 1hp pump are operated with vfd drives now.

They are more efficient, eliminate the need for the extra large pressure tank, and operate smoother.

The cost to install a vfd drive and 20 gallon tank would be around \$4,024.

If you have any questions please reach out to my email or call our office.

Thanks,

Billy Krystosek
Mork Well Co.
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