

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
March 14, 2023
7:00 pm

AMENDED AGENDA

1. Call to Order
 - Pledge of Allegiance
 - Roll Call
 - Approve Agenda
2. Floor Item
3. Consent Agenda
 - a) Approval of City Council Meeting Minutes of Regular Meeting February 14, 2023
 - b) Approval of Claims February 10 – March 10, 2023, and Treasurer's Report
 - c) Approval of Resolution 2023-XX Approving a Voluntary Cost Sharing Agreement for Anoka County Economic Development.
 - d) Approval of Resolution 2023-XX Authorizing the Mayor to Execute a Contract with Generator Power Systems for the Maintenance of the City Generators from February 2023 through January 2024.
 - e) Approval of Resolution 2023-14 Authorizing the Purchase of a 2023 Chevy Silverado Truck and Accessories Not to Exceed \$120,000 for the Public Works Department.
 - f) Approval of Resolution 2023-XX Authorizing Administrator Lehner to Move Adrienne Christensen from a Full-Time Employee to a Part-Time Employee Effective March 15, 2023 and Accepting her Resignation with her Last Day of Employment with the City of Nowthen being April 11, 2023.
 - g) Approval of Resolution 2023-XX Approving a Seven (7) Month Extension of the Effective Date of the CUP and IUPs Issued for the Property at 5160 Viking Blvd.
4. Engineering
5. Fire Department
6. Sheriff's Department
 - a) Meet the New Sheriff and Deputies
 - b) Sheriff's Department Monthly Report
7. Planning and Zoning
8. Administrator Update
 - a) Pay Equity Report
 - b) MS4 Audit Update completed February 27th, 2023.
 - c) Recycling Center Attendants Update and Upcoming Hours

- d) Snow Plowing Update
- e) Staffing Updates
- f) Discussion regarding City Office Improvements
- g) Update regarding 181st and Baugh.

9. City Council

a) **OLD BUSINESS**

b) **NEW BUSINESS**

- 1) Council Member Fladebo to comment on the LMC Class for New Council Members.

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

10. Adjourn

Nowthen City Council
February 14, 2023
Regular Meeting Minutes

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 7:04 pm.
All present recited the Pledge of Allegiance.

Present: Mayor Pilon, Council Members Breyen, Fladebo, Alders
Also in attendance: Administrator Lehner, Deputy Clerk Johnson, Lieutenant Jacobson, Assistant Fire Chief Schrag and Fire Chief Schmidt.
Council Member Rainville participating via video; ineligible to vote.

Agenda: Move Item Consent D to authorize the hiring of Amy Hanson as the second part-time recycle attendant to 9B under Administrator's Update.

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

2. FLOOR ITEMS

Scott Schwartz from Oak Grove, representing the St. Francis School District, Bar None Facility. Mr. Schwartz had questions regarding if a permit was required for a greenhouse at the facility. It is stated that yes, a permit is required, and the mayor suggested he contact Administrator Lehner.

3. PRESENTATION by Ron Orlando, Vice President of External Affairs for Comcast.

Moved to Administrator's Update

4. CONSENT AGENDA

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

5. ENGINEERING DEPARTMENT: NONE

6. FIRE DEPARTMENT REPORT

Fire Chief Schmidt presented a new bar graph report showing a monthly comparison. The fire department responded to 12 incidents in the month of January 2023 (3 less than December). The average response time was 11 minutes, 59 seconds. The average number of firefighters attending the calls was 3.3. The fire department reports no dollar loss from fires during the month of January.

Notable calls: On January 9th, the fire department responded to a person not breathing; upon arrival it was determined the patient was deceased and no life saving interventions were initiated.

On January 10th, the fire department was dispatched to 2 separate vehicle accidents. The first was at the intersection of Viking and St. Francis Blvd and the second was at Viking and Twin Lakes Road. Neither incident resulted in any injuries and it was determined the icy roads contributed to the accidents.

The fire department is currently working on a grant application for a new turn out gear dryer. The grant is administered through the Department of Public Safety and if successful, the city would be required to match 10% of the total funding award (approximately \$500). This would be covered in the existing fire department budget.

The fire department had to replace some of the Duty Officer squad due to the decal coming off spontaneously. Unfortunately, this was not covered under warranty; however, the vendor did waive the trip charge to come out.

The fire department is in process of reporting our 2022 incidents to the State Fire Marshall office. All Minnesota Fire Departments report to annual run reports to the state as part of the National Fire Incident Reporting System. The fire department responded to 274 incidents for 2022.

The fire department received a fire code concern for one of the schools in town for exit lighting that was not operational, this has been addressed.

Fire Chief Schmidt, Assistant Chief Schrag and Mayor Pilon attended the Anoka County Fire Protection Council meeting on January 26, 2023. It was voted and approved for the County to move forward with a new Records Management System for all fire departments in the county. This will come with an increased share cost to all fire departments starting in 2024. The increased cost to the City of Nowthen has not been calculated, but an increase of roughly \$1,500 annually. This system will track many items including fire fighter training.

7. SHERIFF'S DEPARTMENT REPORT

Lt. Bill Jacobson reported 118 calls for service in January. These calls included 3 to Bar None, 3 alarms, 11 medicals and 9 animal complaints.

Bar None: 1/8/23 – A female resident damaged property then left campus on foot. She was located and returned safely to the facility. The facility did not want to press charges and she was left in the care of the Bar None staff.

1/21/23 – ACSO responded to a report of a vehicle being stolen from the campus by a resident. The investigation revealed the resident located keys in a building and then took the vehicle, fleeing with another resident. The vehicle was located then fled from law enforcement. The pursuit was terminated. The vehicle was recovered unoccupied in St. Paul the following day. The case remains under investigation by ACSO. Bar None is undertaking an administrative review of the incident. A question was asked how old the accused are and if they had driver's licenses? Lt. Jacobson to follow up as he didn't know.

Council Member Fladebo asked if Bar None had a police presence like a school resource officer on staff? The answer no; however, the sheriff's department does have an active presence there. Bar None has been better than it has in previous years with consistent staff; however, recently it has been deteriorating. The school leaders have been contacted and know this needs to be addressed.

Noteworthy calls: 1/14/23 ACSO received a fraud report. The victim reported a phone call from a suspect claiming to be from Connexus Energy stating she had a past due account. She was instructed to pay the bill with gift cards. This is a common scam resulting in a loss of \$880.65. **Residents, please keep in mind** – Businesses **will not** ask you to pay a bill with a gift card, money lost in this type of scam cannot be recovered, do not rely on caller id, they can spoof the numbers. If you receive a call like this, hang up and call the company with a verified phone number (from your invoice or the company website) to verify the call you received was from them.

The Sheriff and Deputies will be at the March Meeting to meet the city council and answer any questions the city may have. The mayor stated that the City of Nowthen appreciates the partnership with the Sheriff's Department and backs the blue.

8. PLANNING AND ZONING: NONE

9. ADMINISTRATOR'S UPDATE:

Consent Agenda 4D: Approval of Resolution 2023-XX Authorizing the Hiring of Amy Hanson as the Second Part-Time Recycling Attendant. Last month the council approved the hiring of Keto. He was unaware of some medical issues that have come up that has made him unable to accept a position with the City of Nowthen at this time. We are hopeful that he may be available to help in the summertime. The office had received additional applicants and had interviewed 3. The third applicant was Amy Hanson, and it is the recommendation of the administration to offer her the second part-time position. Amy was invited up to introduce herself. She stated she is excited to be offered this position and loves recycling. City Council members welcomed her.

MOTION BY COUNCIL MEMBER ALDERS, SECONDED BY BREYEN TO APPROVE RESOLUTION 2023-XX AUTHORIZING THE HIRING OF AMY HANSON AS THE SECOND PART-TIME RECYCLING ATTENDANT. MOTION CARRIED. 4 AYES.

A.) Policy Update: While Interim Administrator Boyles was here, he started going through the city policies and recommending changes. Mayor Pilon, Council Member Breyen, and Administrator Lehner met to go through Chapter 1 and Chapter 2 to address changes and updates. If any other council members have any thoughts, please share them with Administrator Lehner. After the committee completes review and recommends changes and/or updates, a workshop will be scheduled to go through and approve changes to the policies.

B.) Health, Safety and Efficiency Improvements to City Buildings Update:

Interim Administrator Boyles had also begun to address safety concerns to be addressed immediately and other improvements to the city offices to improve efficiency. Some changes have begun including stairs to the mezzanine in the maintenance shop and new carpet, with additional improvements yet to be made. After discussion with Financial Consultant Yager, it has been confirmed that there is money available (\$60,000) from the 2022 budget that can be moved into the Capital Improvement Fund to make these improvements.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY ALDERS TO APPROVE RESOLUTION 2023-XX AMENDING THE 2023 BUDGET TO MOVE AN EXISTING \$60,000 FROM THE 2022 GENERAL FUND TO CAPITAL IMPROVEMENT FUND WITH THE REMAINING EXCESS FUNDS ROLLING INTO THE 2023 BUDGET. MOTION CARRIED. 4 AYES.

C.) Leadership Team Meetings:

Twice a month, the Cities Team Leaders are meeting to keep departments apprised of what is happening in the city in each department, keeping communication open throughout the departments. The leaders met for 2 hours at the first meeting and exchanged great dialogue. We will continue these meetings as long as they are productive.

D.) Welcome Packets idea:

This is an idea that came from the leadership meeting. The idea is still in its infancy, but the thought is to reach new residents with a Welcome Packet which would include city phone numbers, sheriff dispatch numbers for emergency, city council members and city website. The city is also looking for businesses to put in information, such as flyers, coupons, refrigerator magnets, etc. to promote their businesses to new residents. It was asked of the council if there was an objection to the mayor being a part of putting this packet together – there was no objection by any of the attending council members. Madeline is working on incorporating this idea with the solicitation of Newsletter ads to Nowthen Businesses. Administration will update Council as things progress.

E.) ITEMS HOT OFF THE PRESS:

Nowthen Threshing Show has requested the city's advertising in the Threshing Show brochure and website. It is a business card size and the price is \$180.00 for the advertising. Discussion about the Threshing Show and advertising. The council would like to participate in the advertising and request the Threshing Show reciprocate by advertising in the Semi-Annual City Newsletter. Administrator Lehner will reach out to Kurt Johnson from the Nowthen Threshing show to request they advertise in the city newsletter.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY ALDERS TO CONTINUE TO ADVERTISE IN THE NOWTHEN THRESHING SHOW BROCHURE AND WEBSITE WITH CITY STAFF TO REVAMP THE AD IF POSSIBLE TO INCLUDE ADDITIONAL INFORMATION. MOTION CARRIED. 4 AYES.

MPCA AUDIT: The City of Nowthen has been notified recently that it will be subject to a MP4 Audit regarding our storm water plan and education. This audit has 34 pages with hundreds of questions. Our team of leaders in this area are City Engineer Shane Nelson, Planner Stockman, Joe Glaze, and Administrator Lehner. These leaders have met and agreed Shane Nelson will be the point man for this audit. All documents are due on February 21st with a ½ day audit over zoom or teams on February 27th. This was an unanticipated audit which will result in additional costs for Shane Nelson and Liz Stockman. Administrator Lehner has asked the mayor to help with this process as he has been through similar audits in the past and this is Administrator Lehner's first time. The leadership is collecting supporting documents. This is a complex audit and it is something the city council / town board used to do regarding the storm water plan and storm water ponds. Council Member Rainville stated that with the previous administration had stated to the council that all areas of the storm water plans would be addressed and assigned to the appropriate departments and should be captured in previous records. Shane had met with previous staff regarding our MP4 plans to provide newer requirements but the city administration has not found those records. Administrator Lehner is pleased with the information Joe has pulled together for this audit. It was asked if council had any objections to the mayor continuing to help with this audit. All council members present have no objections. Council Member Rainville stated that this should be a lesson to the city that we must stay on track and for our council to be updated with any new requirements along with who is tracking (with clear definitions) of who is responsible for ensuring correct records are kept. The council would like the audit to be an agenda item next month to update them as to the results of the audit and the city's compliance.

2023 Chevy Silverado Truck: Administrator Lehner addressed the council to let them know this is not the norm and will not be considered the norm; however, this needs to be addressed in a timely manner. The

city currently has 2 plow trucks and 2 commercial grade trucks; one with the new salter installed on it. One of the trucks is currently breaking down often and costing the city a significant amount of money each time it needs a fix. This truck has a box that is rusted through and can no longer be welded. The front end has been rebuilt multiple times and at this point it will not serve the needs of the city. This was brought to Administration several weeks ago and Joe Glaze was instructed to look for a truck that met the needs of the city and get all pertinent information. Joe was able to locate a truck that meets the specific needs of the city along with a plowing package, lights, and wrap. In this current market, trucks like this are hard to come by so the Administrator put a \$500 REFUNDABLE deposit down to hold it until this meeting to know if the city council will allow the purchase of this truck. After much discussion, it was decided that the maintenance department understands and knows the needs of the city more than the city council does. The total package for this truck and accessories is approximately \$104,513 with a warranty. Administrator Lehner has spoken with the city attorney to be sure all rules for purchase are being followed and touched base with Financial Consultant Yager to be sure we have funds available to make this purchase. Both have advised the city could proceed with the purchase if city council approves the request. Administrator Lehner apologized for not having an RCA or Resolution to make this purchase, but the truck just became available and will not be available for long. Discussion on whether this truck could accommodate a salter like the one purchased earlier? The answer is yes and would be a 2-yard at a cost of approximately \$9,100. The salter/sander is currently available as well. Additional discussion about what has been done to the older truck to make it suitable for the required needs of the city, the capabilities of the new truck, that a new truck was not in our discussions and that this truck does not replace the new plow truck which was scheduled to be ready in late spring 2023 and is now pushed to later 2024. That money is still set aside to pay for the new plow truck. Council Member Rainville stated it is a lot of money, that she appreciated Joe's diligence in locating the truck and though she cannot vote being on video, she feels comfortable with the council moving forward with this purchase. Council Member Breyen stated it is very difficult to find a truck that meets the needs of the city especially within one hour's drive of the city.

MOTION BY COUNCIL MEMBER BREYEN TO APPROVE ADMINISTRATOR LEHNER AND THE MAYOR TO MOVE FORWARD WITH THE PURCHASE OF THE 2023 SILVERADO TRUCK WITH ALL NEEDED ACCESSORIES, NOT TO EXCEED \$110,000.

Additional discussion ensued. Should the city look at a 550? This truck met the specs talked about prior to finding this truck. Other trucks looked at are more money, more miles and very far away. This truck will be used both winter and summer, hauling trailers for park equipment, lawn equipment and summer staff. It could be used this season yet if we are to move forward.

COUNCIL MEMBER ALDERS OFFERED AN AMENDMENT TO THE MOTION TO NOT EXCEED \$120,000 AND TO INCLUDE A NEW 2 YARD SALTER/SANDER AS WELL. COUNCIL MEMBER BREYEN ACCEPTED THE AMENDMENT TO HIS MOTION. COUNCIL MEMBER ALDERS SECONDED THE MOTION. VOTING ENSUED. MOTION CARRIED. 4 AYES.

Administrator Lehner thanks the city council for this approval and stated the old truck will be traded or sold outright with any monies received to go back into the equipment fund.

10. City Council:

#3 – Ron Orlando, Vice President of External Affairs from Comcast – PRESENTATION

The mayor indicated that he has been working for solutions to the internet problem in the Nowthen area for many years. In December, Arvig was approved to come into Nowthen on the western side and will commence construction in the second quarter of 2024. 2 weeks ago, Comcast stated that rather than the 14 million to complete the balance of Nowthen, they could do it around 8.5 million. To achieve this, the City and Comcast would have to apply for a grant from the B2B program, apply for a grant from the county for an additional \$150,000 of ARPA funds, and apply to use the City of Nowthen's HRA money in the amount of \$800,000, leaving \$23,000 in the HRA fund. In the past week, there have been many conversations with the county and Comcast. There is a very quick deadline in which to accomplish this. The mayor indicated that he has been working with Mr. Orlando for approximately 5 years trying to get internet into Nowthen as he introduced Mr. Orlando to the council for his presentation. Mr. Orlando proceeded to give a presentation to the council stating all remaining homes and businesses not served by Arvig would have access to the fiber optic internet. All homes and businesses would have lines brought to their homes, regardless of the length of their driveways, something ARVIG did not offer. Comcast is willing to invest 5 million dollars into this project with the city contributing 11% (\$800,000 of HRA money and \$150,000 from the County ARPA funds refunded by another city dedicated to bring internet to underserved or unserved areas). The ARPA funds are first come, first serve so this is an immediate need to move forward with along with the request to use the HRA funds. The county will need a resolution for both along with applications. It has been suggested that the City of Nowthen would have a very good chance of receiving these grants along with Comcast; however, the deadlines are coming up very quickly. Comcast can move forward with less cost than anticipated because some of the fiber will be run underground and some will be run above ground on existing utility lines. Anoka County has agreed to fast track our requests. The grants are based on "points", so they are trying to request the grant with the highest amount of points. One way to get additional points is to have the mayor, council, administrator, residents and businesses send letters requesting this grant be approved. Sample letters will be posted on the website and some council members will post on Facebook asking for additional letters. The more collected, the better. Technically, the money needed for this project is not coming out of the city budget or our taxpayers. The HRA funds are there as well as the additional ARPA funds, if the county agrees to give it to us for this project. It is noted that the city does not have any projects that qualify for the HRA money, so this would be a good use of these funds. Mr. Orlando explained that Comcast is being very aggressive with this grant request. There are possible Franchise fees from future video and all future developments would work with Comcast and the City to bring in fiber with joint trenching, not to upset ROWs too much. If the grant application is approved, the speed of trenching and construction would be quick as well. The announcement for the grant winners should be in June of this year, summer engineering would begin, permits would be applied for and installation to start second quarter of 2024 (Same as Arvig) with completion estimated in 2025 dependent upon weather. Comcast would start north of Ramsey and move north. Comcast will create a micro site for the city to place on the website to show progress of the project to residents. Comcast is the largest internet provider in the region, they double their network capacity every 30 months and have easier access to fiber than other companies. Comcast will request a blanket ROW permit for all areas to speed up the process. Comcast also offers programs to families with income restraints. Comcast provides a POD to boost signals in dead areas of your home if needed. Residents and council are invited to stop in the Riverdale Coon Rapids store to see a demo of the wireless + services.

The request of Council is to approve 10B1 – Approval of Resolution 2023-XX Authorizing the Approval of a Border 2 Border (B2B) Grant Application to Extend Broadband to 1,227 Passings (Residents and Businesses) in the Unserved and Underserved Areas of Nowthen with Comcast.

MOTION BY COUNCIL MEMBER ALDERS SECONDED BY BREYEN AUTHORIZING THE USE OF HRA FUNDS TO PROVIDE HIGH SPEED INTERNET TO RESIDENTS AND BUSINESSES IN UNSERVED AND UNDERSERVED AREAS

OF NOWTHEN IN PARTNERSHIP WITH COMCAST, ANOKA COUNTY AND THE CITY OF NOWTHEN. IN ADDITION TO THIS RESOLUTION, THE COUNCIL AUTHORIZES MAYOR PILON TO CONTINUE TO WORK WITH THE ADMINISTRATOR, THE COUNTY, AND COMCAST TO HELP PROGRESS THIS GRANT REQUEST AND PROJECT.

Discussion: Council Member Rainville stated even though she cannot vote on this matter, she would like it on record that she fully supports moving forward with this grant request, ARPA money request and HRA funds being used for this purpose. Thank you to the mayor and council member Breyen for continuing to work on getting internet to our businesses and residents and not giving up.

MOTION CONTINUED WITH VOTING: MOTION CARRIED. 4 AYES.

Mr. Orlando thanked the city council and stated that he and city staff will work diligently to get this grant. Thank you to the mayor and staff for moving quickly and efficiently with Comcast. He would love to be there to shovel dirt with the mayor at the acceptance of the grant to Comcast and the City of Nowthen!

10B2) Approval of Resolution 2022-52 Authorizing the Submission of a B2B Grant Application to Extend Broadband to Serve 81 Properties Within the City of Nowthen, MN. Previously approved July 25, 2022, but not submitted due to waiting for the grant approval.

Discussion: We will be submitting the grant request for the \$150,000 in ARPA funds to be given to ARVIG for the previously approved grant application. A new resolution is not needed, submit signed resolution to the county for the funds to be distributed.

10B3) Approval of Resolution 2023-XX Approving City Council Members and Administrator Lehner to Attend Day on the Hill.

Day on the Hill is brought by Small Cities. They are lobbying for the smaller cities in Minnesota, trying to get consistent road funding as smaller cities do not qualify for MSA money. While attending this day, city leaders will be able to meet with representatives, senators, and the League of MN leaders to do your own lobbying for your city needs. The mayor and Administrator Lehner would like to attend and invite other council members to attend as well. Carpooling is also an option.

MOTION BY COUNCIL MEMBER BREYEN SECONDED BY ALDERS TO APPROVE RESOLUTION 2023-XX APPROVING ADMINSTRATOR LEHNER AND CITY COUNCIL MEMBERS TO ATTEND CITY DAY ON THE HILL ON THURSDAY, MARCH 9TH, 2023 AT A COST OF \$99.00, PLUS MILEAGE AND STIPEND PER ATTENDEE. MOTION CARRIED. 4 AYES.

MOTION BY COUNCIL MEMBER BREYEN SECONDED BY ALDERS TO ADJOURN.

Meeting adjourned at 10:27 pm.

Respectfully submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

CITY OF NOWTHEN TREASURER'S REPORT

February 28, 2023

CASH:

Submitted By: Natalie Johnson

DATE	LOCATION	ACCT. TYPE	Interest Earned	BALANCE
2/28/2023	Pine River State Bank	Checking Acct.		\$194,651.64
2/28/2023	PMA Financial Network	CD's Fixed Income		\$2,700,496.88
2/28/2023	4M, 4MP & GO Funds	Money Market Fund	\$0.00	\$609,184.48
				\$3,504,333.00
YTD Outstanding Chks				\$ (38,562.52)
Adjusted Bank Total				\$ 3,465,770.48
SCHEDULE 1 Ending Balance:				\$ 3,465,770.48

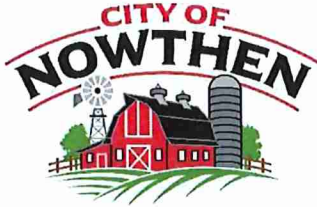


Upon the recommendation of the League of Minnesota Cities, the City of Nowthen will no longer be posting the actual vendor names, checks, amounts or contracts publicly. This recommendation was given for the security of our finances due to a high risk of potential fraud and scamming. If you would like a copy of the detailed claims, please complete a DATA REQUEST FORM on the city website or at the city offices, and the City of Nowthen will be happy to provide you with that information.

The Claims for the month are as follows:

Checks Written Totaling: \$ 155,310.88

ACH Draws Totaling: \$ 12,251.84



REQUEST FOR COUNCIL ACTION

Agenda Item: 3C	Department: Finance	Requested Council Meeting Date: March 14, 2023	Submitted By: Natalie Johnson, Deputy Clerk
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-XX APPROVING A VOLUNTARY COST SHARING AGREEMENT FOR ANOKA COUNTY ECONOMIC DEVELOPMENT.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The City of Nowthen together with Anoka County and other Anoka municipalities cooperate with respect for certain Anoka County economic development costs. Applicable costs are annually calculated by the Anoka County Housing Redevelopment Authority. The Anoka County Housing and Redevelopment Authority have provided such information incorporated in the Voluntary Cost Sharing Agreement for Anoka County Economic Development for calendar year 2023. The City of Nowthen has authorized payment from the HRA funds in the past; 2021 and 2022.

SOURCE OF FUNDING: HRA Funding held by Anoka County

REQUESTED COUNCIL ACTION: Approval of Resolution 2023-XX Approving a Voluntary Cost Sharing Agreement for Anoka County Economic Development.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

RESOLUTION No. 2022-14

A RESOLUTION APPROVING A VOLUNTARY COST SHARING AGREEMENT FOR ANOKA COUNTY ECONOMIC DEVELOPMENT

WHEREAS the City of Nowthen together with Anoka County and other Anoka municipalities cooperate with respect for certain Anoka County economic development costs; and,

WHEREAS applicable costs are annually calculated by the Anoka County Housing and Redevelopment Authority; and,

WHEREAS the Anoka County Housing and Redevelopment Authority have provided such information incorporated in the Voluntary Cost Sharing Agreement for Anoka County Economic Development for calendar year 2022.

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

1. The recitals set forth above are incorporated herein.
2. The Voluntary Cost Sharing Agreement for Anoka County Economic Development (calendar year 2022) is hereby approved.
3. The Anoka County Housing and Redevelopment Authority is authorized to pay the city's \$259.00 contribution from the funds set aside for the city by the County.

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

And the following voted against the same: None

Passed and adopted by the Nowthen City Council this 14th day of April 2022.
CITY OF NOWTHEN


By: JEFFREY M. PILON
Its Mayor


ATTEST
By: FRANK BOYLES
Its Interim City Administrator



Anoka County MINNESOTA

Respectful, Innovative, Fiscally Responsible

Customer/Division Code: ECON

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CITY OF NOWTHEN ATTN LORI STREICH 8188 199TH AVE NW NOWTHEN, MN 55330	Customer Invoice			
	As of:	3/6/2023	Customer:	130876
	Amount Due:	\$258.00	Due By:	4/5/2023
	Questions?	Please	Contact:	763-324-1700

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>	<u>Balance</u>
	Prior Balance for ECON as of 2/1/2023:		\$0.00

Invoice: EC021323S

2/13/2023 2023 ECONOMIC DEV COST SHARE

	\$258.00	
Invoice: EC021323S Total:	\$258.00	\$258.00

Current	31 - 60 days	61 - 90 days	over 90 days	Total Due
\$258.00	\$0.00	\$0.00	\$0.00	\$258.00
Amount Due By:				4/5/2023

Customer: 130876 Balance: \$258.00 Due By: 4/5/2023 Payment Amount: \$ _____

Make Checks Payable To:

Anoka County Treasury Office
2100 3rd Ave Suite 300
Anoka, MN 55303-5029

You can pay your invoice online.

Go to www.AnokaCountyMN.gov/payments

or scan this QR Code with your smartphone.



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Council Meeting Location:
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RESOLUTION No. 2023-XX

A RESOLUTION APPROVING A VOLUNTARY COST SHARING AGREEMENT FOR ANOKA COUNTY ECONOMIC DEVELOPMENT.

WHEREAS, the City of Nowthen together with Anoka County and other Anoka municipalities cooperate with respect for certain Anoka County economic development costs, and;

WHEREAS, applicable costs are annually calculated by the Anoka County Housing Redevelopment Authority, and;

WHEREAS, the Anoka County Housing and Redevelopment Authority have provided such information incorporated in the Voluntary Cost Sharing Agreement for Anoka County Economic Development for calendar year 2023.

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

1. The recitals set forth above are incorporated herein.
2. The Voluntary Cost Sharing Agreement for Anoka County Economic Development (calendar year 2023) is hereby approved.
3. The Anoka County Housing and Redevelopment Authority is authorized to pay the city's \$258.00 contribution from the funds set aside for the city by the county.

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 14th day of March 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 3D	Department: Administration	Requested Council Meeting Date: March 14, 2023	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-XX AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH GENERATOR POWER SYSTEMS FOR MAINTENANCE OF THE CITY GENERATORS FROM FEBRUARY 2023 THROUGH JANUARY 2024.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Certain aspects of the city's operations must be continuously available regardless of circumstances. For this reason, the city owns two generators. One is located at the city offices and the other at the fire station. The two generators can assure that the basic functions of the city offices and fire station can be continuous regardless of conditions.

Because the generators are tested monthly but not operated extensively; annual and periodic checks are necessary. The city does not have the on-staff expertise for such services, so the city contracts with Generator Power Systems. Their quote (attached) provides both preventative maintenance and repair service.

Preventative service based upon the attachments totals \$1,675.00 annually for both generators. If repair and parts are needed, labor rates and parts mark-up costs are also provided.

SOURCE OF FUNDING: 100-43310-404 Repairs and Maintenance.

REQUESTED COUNCIL ACTION: Motion and second to adopt Resolution 2023-XX as part of the consent agenda to authorize the mayor to execute the generator maintenance contract and schedules with Generator Power Systems for the period of February 2023 through January 2024.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
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-XX

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH GENERATOR POWER SYSTEMS FOR MAINTENANCE OF THE CITY GENERATORS FROM FEBRUARY 2023 THROUGH JANUARY 2024.

WHEREAS, the city owns two generators to ensure continuous city operations regardless of circumstances and;

WHEREAS, the generators are tested monthly but not operated extensively; annual and periodic checks are necessary and;

WHEREAS, the city contracts with Generator Power Systems due to having no on-staff expertise and;

WHEREAS, Generator Power Systems' quote for preventative service totals \$1,675.00 annually for both generators.

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

1. The recitals set forth above are incorporated herein.
2. The Mayor is authorized to execute the contract with Generator Power Systems contract for February 2023 to January 2024.

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 14th day of March 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 3E	Department: Administration	Requested Council Meeting Date: March 14, 2023	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVE RESOLUTION 2023-14 APPROVING THE PURCHASE OF A 2023 CHEVY SILVERADO TRUCK FROM STILLWATER MOTORS AND ACCESSORIES NOT TO EXCEED \$120,000 FOR THE PUBLIC WORKS DEPARTMENT.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The current 2008 truck has run its life cycle with continuous repairs needed. Public Works Supervisor Glaze has found a 2023 Silverado that meets the needs of the City at Stillwater Motors. Accessories needed from Countryside Sales and Service, interior protection from Truck Gear USA, and service from Extreme Graphics to wrap the truck in red with the City Logo. This truck and the entire package of accessories can be purchased not to exceed \$120,000. This was discussed and approved without an RCA or Resolution at the February 14th meeting with the council understanding the RCA and Resolution would follow.

SOURCE OF FUNDING: Equipment Replacement Fund

REQUESTED COUNCIL ACTION: Approve Resolution 2023-14 Approving the Purchase of a 2023 Chevy Silverado truck from Stillwater Motors and all needed accessories not to exceed \$120,000 for the Public Works Department.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
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. 2023-14

A RESOLUTION APPROVING THE PURCHASE OF A 2023 CHEVY SILVERADO TRUCK FROM STILLWATER MOTORS AND NEEDED ACCESSORIES NOT TO EXCEED \$120,000.00 FOR THE PUBLIC WORKS DEPARTMENT.

WHEREAS, the current 2008 truck has run its life cycle, and;

WHEREAS, a truck that fits the needs of the city is available for purchase at Stillwater Motors and;

WHEREAS, accessories needed for the truck are available from Countryside Sales and Service, Truck Gear USA and truck wrap by Extreme Graphics, and;

WHEREAS, this was discussed and approved at the February 14, 2023 City Council Meeting knowing an RCA and Resolution would be coming.

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

1. The recitals set forth above are incorporated herein.
2. City Council gives authorization to the Mayor and Administrator Lehner to purchase the 2023 Silverado and accessories.
3. The total package presented is not to exceed \$120,000.
4. Funding for this truck and accessories will come from the Equipment Replacement Fund.

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 14th day of March 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 3F	Department: Administration	Requested Council Meeting Date: March 14, 2023	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVE RESOLUTION 2023-XX APPROVING ADMINISTRATIVE ASSISTANT ADRIENNE CHRISTENSEN TO MOVE FROM A FULL-TIME POSITION TO A PART-TIME STATUS EFFECTIVE MARCH 15, 2023, AND ACCEPTING HER RESIGNATION WITH APRIL 11, 2023, AS HER LAST DAY OF EMPLOYMENT WITH THE CITY OF NOWTHEN.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Adrienne started with the city in November of 2021 as a temporary employee. The position has emerged into a full-time position in May of 2022. Due to ongoing personal and family needs, she is unable to continue full-time with the City of Nowthen and wants to move to part-time for a period to help train in a new person, then move on to a different employment of her choice. Adrienne's last day of employment with the City of Nowthen will be April 11, 2023.

Administrator Lehner will be moving forward with posting the position for a full-time person on the website and the League of Minnesota Cities.

SOURCE OF FUNDING: 100-41420-101

REQUESTED COUNCIL ACTION: Approve Resolution 2023-XX moving Adrienne Christensen from a Full-Time status to Part-Time status effective March 15, 2023, and accepting her resignation with April 11, 2023, as her last day of employment with the City of Nowthen.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

3/7/2023

Dear City Administrator Lehner, Mayor Pilon, and City Council,

The personal needs of my family have become increasingly more prevalent. It is important to me that I create margin in my life to support and navigate my family through this season. It is for this reason that I am requesting to be moved from a full-time employment to part-time employment.

During this time, I will assist in training my replacement as I will be formally resigning from my position April 11, 2023.

My time with the City of Nowthen has been a blessing! It has been a great joy of mine to serve the residents of Nowthen as well as my co-workers. I found family here. I am so grateful to have had the opportunity to be a part of this community and I am forever changed for the good because of my time here.

It is with a thankful heart that I submit this request.

Sincerely,

A handwritten signature in black ink that reads "Adrienne Christensen". The signature is written in a cursive style with a large, looping initial "A" and a distinct "C" for "Christensen".

Adrienne Christensen
Administrative Assistant

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-XX

A RESOLUTION APPROVING ADMINISTRATIVE ASSISTANT ADRIENNE CHRISTENSEN TO MOVE FROM FULL-TIME STATUS TO PART-TIME STATUS EFFECTIVE MARCH 15, 2023, AND ACCEPTING HER RESIGNATION WITH APRIL 11, 2023 AS HER LAST DAY OF EMPLOYMENT WITH THE CITY OF NOWTHEN.

WHEREAS, Adrienne Christensen started with the city in November of 2021 as a temporary employee, and;

WHEREAS, the position had grown into a full-time position and in May of 2022, she came on full-time, and;

WHEREAS, throughout the process, she has encountered some personal and family needs that have made it impossible to continue with a full-time position with the City of Nowthen, and;

WHEREAS, Adrienne would like to move to part-time for a period of time to help train a new person in her position then move on to other employment. Her last day with the City of Nowthen will be April 11, 2023.

WHEREAS, Administration will move forward with posting the position for a full-time person on the website and the League of Minnesota Cities.

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. Adrienne Christensen's status will be changed from Full-Time to Part-Time effective March 15, 2023.
3. Adrienne Christensen's last day will be April 11, 2023.
4. Administration has the authority to post the position immediately to find a replacement.

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 14th day of March 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 3G	Department: Planning	Requested Council Meeting Date: March 14, 2023	Submitted By: Liz Stockman
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TITLE OF ISSUE:

CONSIDER APPROVAL OF A 6-MONTH EXTENSION OF THE EFFECTIVE DATE OF THE CUP & IUPs ISSUED FOR THE PROPERTY AT 5160 VIKING BLVD.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Curtis and Landon Werner operate the Bid-2-Buy online auction company located at 5160 Viking Boulevard. A Conditional Use Permit was approved by the City on April 14, 2022 to allow multiple buildings on a single parcel and an Interim Use Permit was approved on April 14, 2022 to allow for used vehicle sales and to allow deviation in paving requirements (gravel) over part of the site.

Sections 11-10-5 A3 and B5 of the City Code state that: "If no other time is specified in the Interim/Conditional Use Permit, an interim/conditional use approved by the City Council must be exercised or put into effect within one (1) year of the date of approval, by fulfilling each and every condition attached thereto, or it shall terminate unless a request is submitted to the City in writing no less than thirty (30) days prior to the deadline. The City Zoning Administration may approve an extension which shall not exceed ninety (90) days whereafter consideration by the City Council may require reapplication and approval of the interim and/or conditional use.

A ninety-day extension which can be authorized by administration is not adequate to allow the required scope of work to be completed, thus the City Council's consideration is required. The Werner's are requesting a 6-month extension and expect to have all required conditions met no later than October 14, 2023.

The approved site plan and findings have been attached for reference. Should the City Council have any concerns about the property, uses, functioning or operation of the auction business to date, they have the authority to require reapplication and approval of one or all of the permits or conditions attached thereto.

SOURCE OF FUNDING:

NA

REQUESTED COUNCIL ACTION:

Motion to approve Resolution 2023-xx to allow a seven-month extension needed to meet all conditions of approval and exercise the CUP and IUPs approved on April 14, 2022; said resolution states that all conditions of approval be met and all site and building alterations be completed no later than October 14, 2023.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

Elizabeth Stockman

From: Landon Werner <landon@bid-2-buy.com>
Sent: Friday, March 3, 2023 1:40 PM
To: Elizabeth Stockman; Curt Werner
Subject: 5160 Plans

Liz -

We are looking for an extension to get the scope of work done. Our closing on the property got delayed to mid October of last year. Our Contractors were unable to take on additional work that late in the year and due to the season the concrete work couldn't get done. We are currently in the contractors schedule to start interior projects in 6-8 weeks. Regarding the exterior projects we will be starting those as soon as the weather permits. We apologize for the ~~deal~~ and thank you for the consideration. *delay*

CONCEPT PLAN

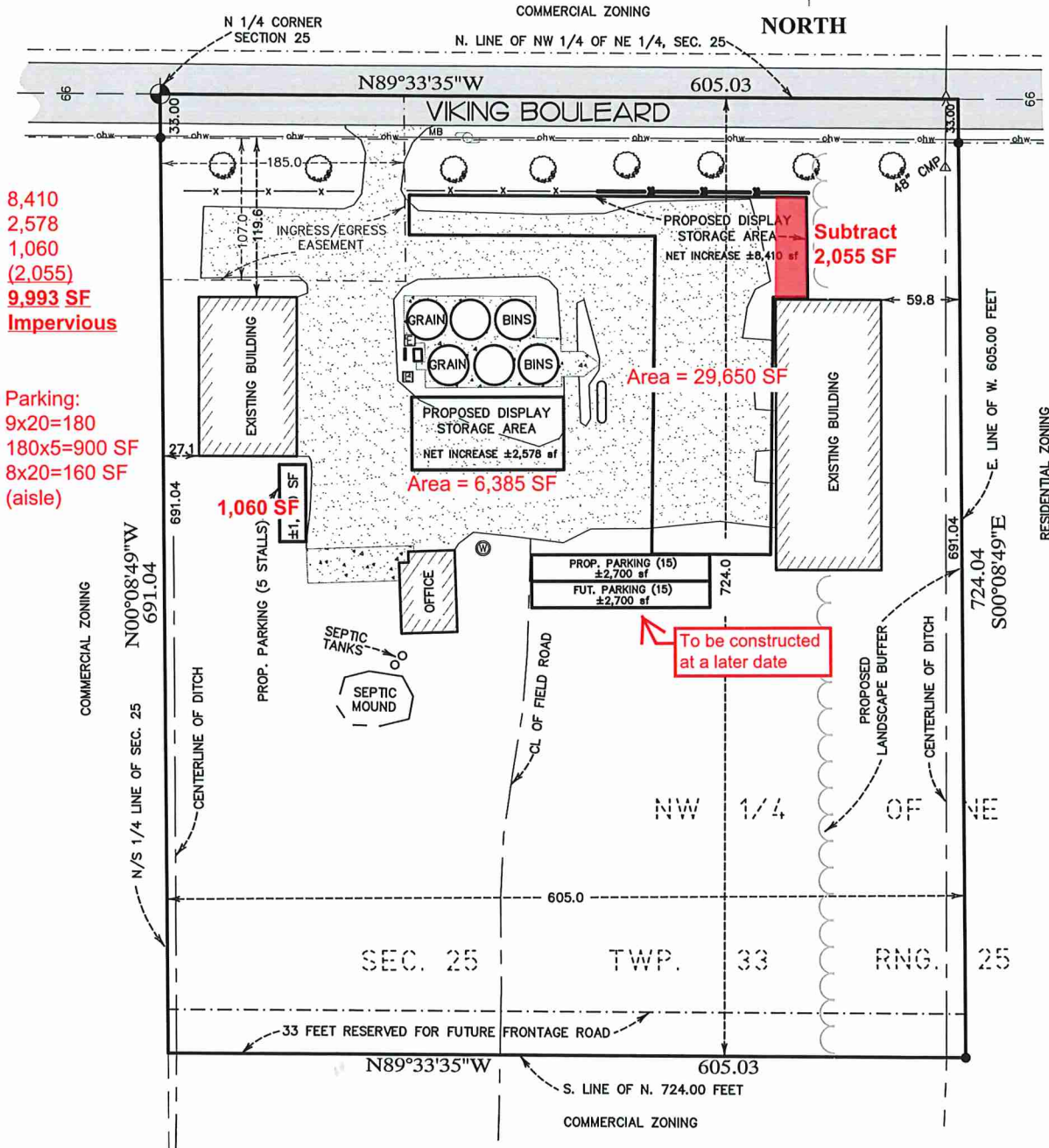
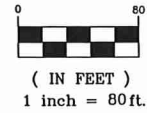
ADDRESS: 5160 VIKING BLVD NW
PID # 25-33-25-12-0003

FOR: BID 2 BUY

AREA CALCULATIONS

Updated Plan
4/15/2022

TOTAL PROPERTY AREA = ±438,043 sq.ft. (±10.06 acres)
Existing Bituminous = ±13,547 sq.ft.
Existing Gravel = ±78,258 sq.ft.
Existing Buildings = ±27,848 sq.ft.
Existing Concrete = ±9,541 sq.ft. (includes grain bins)



8,410
2,578
1,060
(2,055)
9,993 SF
Impervious

Parking:
9x20=180
180x5=900 SF
8x20=160 SF
(aisle)

Subtract
2,055 SF

Area = 29,650 SF

Area = 6,385 SF

1,060 SF

To be constructed
at a later date

LEGEND

- DENOTES IRON MONUMENT FOUND
- DENOTES COUNTY MONUMENT
- DENOTES WELL
- DENOTES UTILITY POLE
- DENOTES OVERHEAD WIRE
- DENOTES STORM SEWER
- DENOTES EXISTING FENCE
- DENOTES PROPOSED FENCE
- DENOTES GRAVEL
- DENOTES CONCRETE
- DENOTES BITUMINOUS
- DENOTES ELECTRIC METER/BOX
- DENOTES PROPOSED TREES

LEGAL DESCRIPTION

The West 605.00 feet of the North 724.00 feet of the Northwest Quarter of the Northeast Quarter of Section 25, Township 33, Range 25, Anoka County, Minnesota.

Together with an easement for ingress and egress purposes over, under and across the North 140.00 feet of the West 185.00 feet of said Northwest Quarter of the Northeast Quarter of Section 25, Township 33, Range 25, Anoka County, Minnesota.

NOTES

- BEARING'S SHOWN ARE ON ASSUMED DATUM.
- This survey was prepared without the benefit of titlework. Easement, appurtenances and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a title insurance commitment or attorneys title opinion.

ACRE LAND SURVEYING
Serving Twin Cities Metro
area and beyond
763-238-6278 js.acrelandsurvey@gmail.com

JOB #22046

10 11 12 13 14 15 16 17 18 19 20

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-_____

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

**RESOLUTION APPROVING A SEVEN-MONTH EXTENSION FOR
EXECUTION OF THE CONDITIONAL AND INTERIM USE PERMITS APPROVED FOR THE WERNER
PROPERTY/BID-2-BUY SITE
LOCATED AT 5160 VIKING BOULEVARD**

WHEREAS, the City Council of the City of Nowthen approved the following special use permits on April 14, 2022 to authorize Curtis and Landon Werner (Werner Holdings LLC) to operate Bid-2-Buy online auctions at 5160 Viking Boulevard:

- Conditional Use Permit (CUP) to allow multiple buildings on a single parcel,
- Interim Use Permit (IUP) to allow used vehicle sales,
- Interim Use Permit to allow deviation in paving requirements; and

WHEREAS, Nowthen City Code Sections 11-10-5 A3 and B5 of the City Code state that: "If no other time is specified in the Interim/Conditional Use Permit, an interim/conditional use approved by the City Council must be exercised or put into effect within one (1) year of the date of approval, by fulfilling each and every condition attached thereto, or it shall terminate unless a request is submitted to the City in writing no less than thirty (30) days prior to the deadline. The City Zoning Administration may approve an extension which shall not exceed ninety (90) days whereafter consideration by the City Council may require reapplication and approval of the interim and/or conditional use"; and

WHEREAS, the April 14, 2023 deadline does not allow ample time to meet all conditions of approval as outlined in the attached CUP and IUPs; and

WHEREAS, the Werner Holdings LLC did not take possession of the property until October 2022 and the inclement weather present during fall and winter did not allow sufficient time to complete site/grading work, concrete work, landscaping and building renovations to the existing pole sheds; and

WHEREAS, Werner Holdings LLC is requesting a six-month extension for execution of the CUP and IUPs until October 14, 2023; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Nowthen, Minnesota that a six-month extension is hereby granted for Werner Holdings LLC, located at 5160 Viking Boulevard, to allow additional time for execution of the CUP and IUPs as well as completion of necessary site work, building work and landscaping provided:

1. Each and every condition required as part of the Conditional Use Permit and Interim Use Permits approved on April 14, 2022 are met on or before October 14, 2023, and
2. Failure to meet all conditions of approval or to complete the necessary site, building or landscaping work by October 14, 2023 shall require reapplication and subsequent approval of the Permits by the City Council.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

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

CITY OF NOWTHEN

By: _____

Mayor Jeff Pilon

Attest: _____

Scott Lehner, City Administrator

**CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA**

CITY COUNCIL

**FINDINGS & DECISION
APPROVING A**

CONDITIONAL USE PERMIT FOR MULTIPLE BUILDINGS ON A SINGLE PARCEL

APPLICANTS: Cash Farms, David Moritz
7104 253rd Ave NW
St. Francis, MN 55070

Bid-2-Buy, Werner Holdings LLC
Curt Werner and Landon Werner
PO Box 178
Elk River, MN 55330

APPLICATION: Request for approval of a Conditional Use Permit to allow multiple buildings on a single parcel under Zoning Ordinance Section 11-3-8.C.7.

SITE LOCATION: 5160 Viking Blvd. PID 25-33-25-12-0003

CITY COUNCIL MEETING: April 14, 2022

FINDINGS: Based upon review of the application and evidence received, the City Council of the City of Nowthen now makes the following findings of fact:

1. Applicant is the fee owner of the real property located at 5160 Viking Boulevard NW, Nowthen, Minnesota as legally described in Item 2, herein after referred to as the "Subject Property", which real property is proposed to be used as an outdoor used vehicle sales lot with three commercial buildings allowed by the C-1 Commercial Zoning District hereinafter to be referred to as the "Office, East and West Buildings"; and
2. The legal description of the Subject Property is **W 605 FT OF N 724 FT OF NW1/4 OF NE1/4 OF SEC 25 TWP 33 RGE 25; EX RD; SUBJ TO EASE OF REC**, and
3. The subject property contains three buildings (office, east and west) which were constructed as agricultural buildings without permits, and six (6) grain bins, as shown in **Exhibits A1 and A2**; and
4. Applicant's plans for the site involve a change in occupancy classification from agricultural to

commercial for the office, east and west buildings, and

5. Applicant's plans for the site involve continuation of the agricultural use of the six grain bins, continued tilling of the southern portion of the subject property and continued placement of a produce stand on the subject property for the purposes of selling agricultural produce, and
6. Applicant's have been occupying the office structure and parts of the east and west structures for the operation of Bid-2-Buy online auctions, and
7. Applicant's wish to purchase the property from Cash Farms to establish Bid-2-Buy headquarters and to allow for increased display of auction machinery, vehicles and equipment offered for sale, and
8. Applicant's have also made application to allow used vehicle sales and deviation from commercial paving requirements through approval of an Interim Use Permit by the City Council, and
9. Applicant's have submitted plans for the site which show expansion of impervious surfaces, resurfacing of a portion of the parking/sales area, and establishment of a 100-foot bufferyard along the property's east side, and
10. The Comprehensive Plan guides the subject site for commercial/light industrial land uses through the year 2040, and
11. The subject site is zoned C-1, Commercial, and
12. The Subject Property encompasses 10 acres with direct access onto Viking Boulevard NW (CSAH 22), and
13. Section 11-3-8.C.7 of the Nowthen Zoning Ordinance allows multiple buildings on a single parcel provided that:
 - a. All buildings are owned by a single entity.
 - b. All common areas are owned and controlled by a single entity.
14. The Planning Report dated March 16, 2022, prepared by the City Planner, The Planning Company LLC., is incorporated herein.
15. The Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the request at their regular meeting on March 22, 2022 and recommended approval of the request by a 6-0 vote (one vacant seat).

DECISION: Based on the foregoing information and applicable ordinances, the City Council hereby **APPROVES** a Conditional Use Permit to allow multiple buildings on a single parcel, subject to the following conditions:

1. Use classification change of the office, east and west buildings from agricultural to commercial, submission of building permits and satisfaction of all Building Code requirements.
2. Once converted to an allowed commercial use in conformance with the requirements of this Chapter, the interim agricultural use shall not be re-established for the office, east and west buildings.
3. The grain bins are an interim use and shall be allowed to remain as an agricultural use, in association with the tillable land and farm sales/produce stand until such time as they are converted to commercial uses or discontinued for a period of one year and may not be reestablished.
4. The grain bins shall be removed from the property when they no longer serve their function as grain storage associated with the site's interim agricultural use.
5. Impervious surface areas to be added may not exceed 10,000 sf without providing a grading plan and stormwater control devices; submission of a revised site plan shall be required.
6. There shall be no on-site live auctions on the subject property, except on rare occasions, and Bid-2-Buy owners shall notify the City in advance. Live auctions which become frequent or create nuisance issues shall trigger reconsideration of the Conditional/Interim Use Permits.
7. No parking, loading, unloading, pick-up or drop-off of vehicles, machinery, equipment or auction goods of any kind will be allowed on Viking Boulevard.
8. The southern-most 33 feet of the property shall be reserved for a future frontage road as required under the City's Comprehensive Plan, however, the exact location of the frontage road shall be determined as properties develop around the site and/or the Bid-2-Buy expansion plans necessitate determination of an alignment.
9. Any changes to structures, parking areas, display areas, lighting or signs shall require application for a building permit and review by the City Building Official and City Planner.
10. Directional signs which indicate the site circulation, customer parking and handicapped parking areas are provided on site in compliance with the City's sign ordinance.
11. Septic system inspection, compliance and upgrades as needed to serve the office use going forward. A copy of the new as-built shall be submitted to the City of Nowthen.
12. Soil borings shall be submitted for a secondary/back-up septic site which shall be shown on the revised site plan and must be protected from disturbance or compaction.
13. The Subject Property must be in compliance with all State, County and City building codes and is subject to review and approval by the City Building Official.

14. A Conditional Use Permit shall remain in effect as long as the conditions agreed upon are observed, but nothing shall prevent the City Council from enacting or amending official controls to change the status of conditional uses.
15. The City Council may hold a public hearing to revoke a conditional use upon the happening of any of the following events, whichever occurs first:
 - a. Upon violation of conditions under which the permit was issued;
 - b. The use or operation is discontinued for a period of one (1) year;
 - c. If no other time is specified in the Conditional Use Permit, a conditional use approved by the City Council must be exercised or put into effect within one (1) year of the date of approval, by fulfilling each and every condition attached thereto, or the City Council may hold a public hearing to revoke the conditional use unless a request is submitted to the City in writing no less than thirty (30) days prior to the deadline. The City Zoning Administration may approve an extension which shall not exceed ninety (90) days whereafter consideration by the City Council may require reapplication and subsequent approval of a conditional use.
16. Revised plans are submitted which document and address the changes required herein.
17. The applicant(s) and property owner are responsible for all costs associated with the processing of this request.

MOTION BY: Joel Greenberg

SECOND BY: Jason Alders

ALL IN FAVOR: 4 (Rainville absent)

THOSE OPPOSED: 0

ADOPTED by the City Council of the City of Nowthen this 14th day of April 2022.

CITY OF NOWTHEN

By: 
Mayor Jeff Pilon

Attest: 
Scott Lehner, City Administrator

STATE OF MINNESOTA)
COUNTY OF ANOKA (SS.
CITY OF NOWTHEN)

I, the undersigned, being the duly qualified and acting Deputy Clerk of the City of Nowthen, Anoka County, Minnesota, a Minnesota municipal corporation, hereby certify that the above and foregoing findings are a true and correct copy of the document as adopted by the City Council on the 14th day of April, 2022.


Deputy Clerk Natalie Johnson

Prepared By:
The Planning Company
3601 Thurston Avenue
Anoka, MN 55303

CONCEPT PLAN

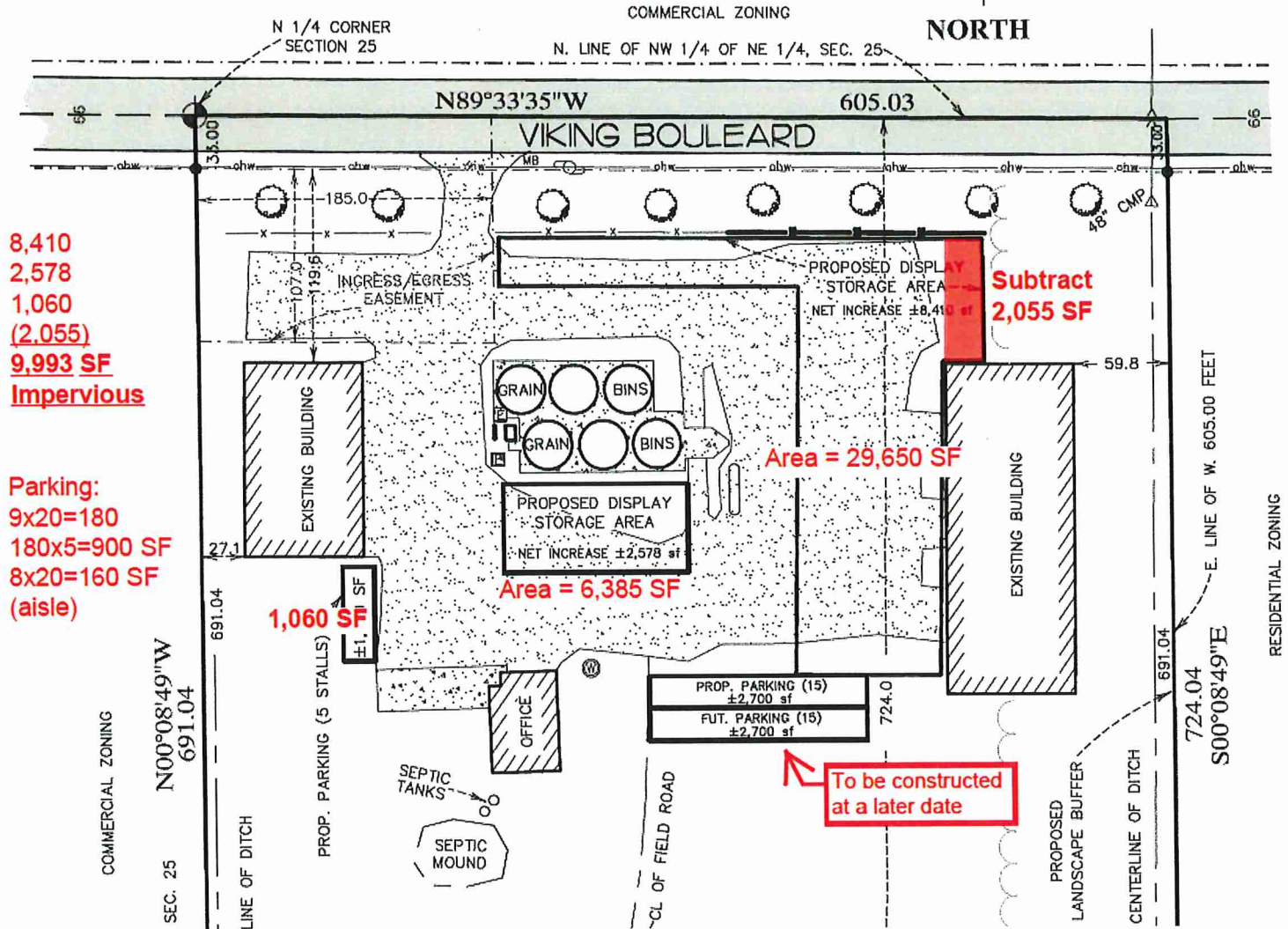
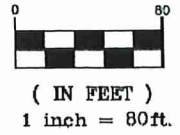
ADDRESS: 5160 VIKING BLVD NW
PID # 25-33-25-12-0003

FOR: BID 2 BUY

Updated Plan
4/15/2022

AREA CALCULATIONS

TOTAL PROPERTY AREA = ±438,043 sq.ft. (±10.06 acres)
Existing Bituminous = ±13,547 sq.ft.
Existing Gravel = ±78,258 sq.ft.
Existing Buildings = ±27,848 sq.ft.
Existing Concrete = ±9,541 sq.ft. (includes grain bins)



8,410
2,578
1,060
(2,055)
9,993 SF
Impervious

Parking:
9x20=180
180x5=900 SF
8x20=160 SF
(aisle)

To be constructed
at a later date

Exhibit A1

CONCEPT PLAN

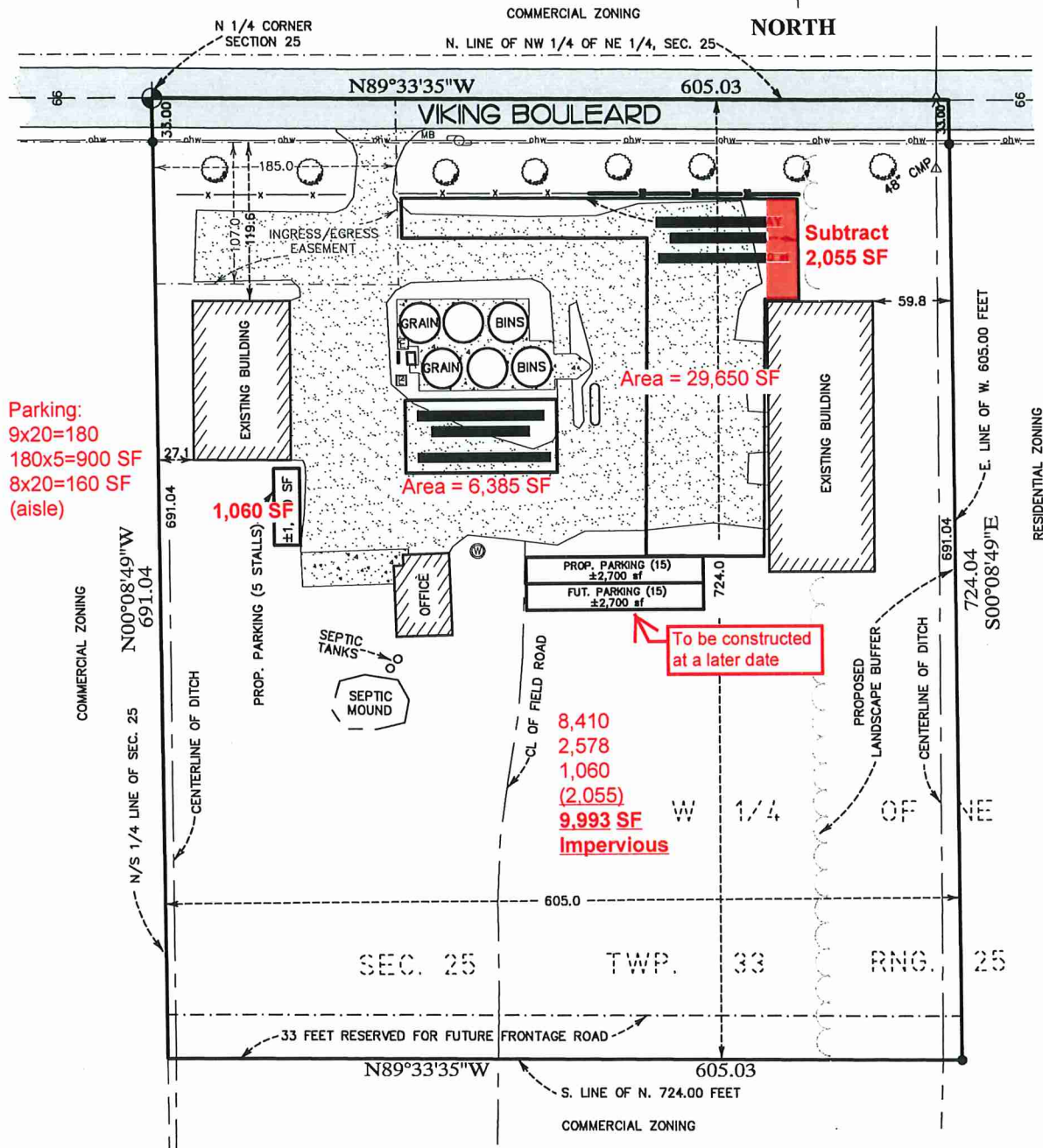
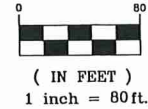
ADDRESS: 5160 VIKING BLVD NW
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FOR: BID 2 BUY

AREA CALCULATIONS

Updated Plan
4/15/2022

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1,060 SF

Area = 29,650 SF

Area = 6,385 SF

Subtract
2,055 SF

To be constructed
at a later date

8,410
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9,993 SF
Impervious

LEGEND

- DENOTES IRON MONUMENT FOUND
- DENOTES COUNTY MONUMENT
- DENOTES WELL
- DENOTES UTILITY POLE
- DENOTES OVERHEAD WIRE
- DENOTES STORM SEWER
- DENOTES EXISTING FENCE
- DENOTES PROPOSED FENCE
- DENOTES GRAVEL
- DENOTES CONCRETE
- DENOTES BITUMINOUS
- DENOTES ELECTRIC METER/BOX
- DENOTES PROPOSED TREES

LEGAL DESCRIPTION

The West 605.00 feet of the North 724.00 feet of the Northwest Quarter of the Northeast Quarter of Section 25, Township 33, Range 25, Anoka County, Minnesota.

Together with an easement for ingress and egress purposes over, under and across the North 140.00 feet of the West 185.00 feet of said Northwest Quarter of the Northeast Quarter of Section 25, Township 33, Range 25, Anoka County, Minnesota.

NOTES

- BEARING'S SHOWN ARE ON ASSUMED DATUM.
- This survey was prepared without the benefit of titlework. Easement, appurtenances and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a title insurance commitment or attorneys title opinion.

Exhibit A2



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JOB #22046

10 11 12 13 14 15 16 17 18 19 20

**CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA**

CITY COUNCIL

**FINDINGS & DECISION
APPROVING AN
INTERIM USE PERMIT FOR USED VEHICLE SALES
& TO ALLOW DEVIATION IN PAVING REQUIREMENTS**

APPLICANTS: Cash Farms, David Moritz
7104 253rd Ave NW
St. Francis, MN 55070

Bid-2-Buy, Werner Holdings LLC
Curt Werner and Landon Werner
PO Box 178
Elk River, MN 55330

APPLICATION: Request for approval of an Interim Use Permit to allow outdoor used vehicle sales under Zoning Ordinance Section 11-3-8.D.3.

SITE LOCATION: 5160 Viking Blvd. PID 25-33-25-12-0003

CITY COUNCIL MEETING: April 14, 2022

FINDINGS: Based upon review of the application and evidence received, the City Council of the City of Nowthen now makes the following findings of fact:

1. Applicant is the fee owner of the real property located at 5160 Viking Boulevard NW, Nowthen, Minnesota as legally described in Item 2, herein after referred to as the "Subject Property", which real property is proposed to be used as an outdoor used vehicle sales lot with three commercial buildings allowed by the C-1 Commercial Zoning District hereinafter to be referred to as the "Office, East and West Buildings"; and
2. The legal description of the Subject Property is **W 605 FT OF N 724 FT OF NW1/4 OF NE1/4 OF SEC 25 TWP 33 RGE 25; EX RD; SUBJ TO EASE OF REC**, and
3. The subject property contains three buildings (office, east and west) which were constructed as agricultural buildings without permits, and six (6) grain bins, and

4. Applicant's plans for the site involve a change in occupancy classification from agricultural to commercial for the office, east and west buildings, and
5. Applicant's plans for the site involve continuation of the agricultural use of the six grain bins, continued tilling of the southern portion of the subject property and continued placement of a produce stand on the subject property for the purposes of selling agricultural produce, and
6. Applicant's have been occupying the office structure and parts of the east and west structures for the operation of Bid-2-Buy online auctions, and
7. Applicant's wish to purchase the property from Cash Farms to establish Bid-2-Buy headquarters and to allow for increased display of auction machinery, vehicles and equipment offered for sale, and
8. Applicant's have also made application to establish the three buildings (office, east and west) as multiple principal buildings allowed through approval of a Conditional Use Permit by the City Council, and
9. Applicant's have submitted plans for the site which show expansion of impervious surfaces, resurfacing of a portion of the parking/sales area, and establishment of a 100-foot bufferyard along the property's east side, and
10. The Comprehensive Plan guides the subject site for commercial/light industrial land uses through the year 2040, and
11. The subject site is zoned C-1, Commercial, and
12. The Subject Property encompasses 10 acres with direct access onto Viking Boulevard NW (CSAH 22), and
13. Section 11-3-8.D.3 of the Nowthen Zoning Ordinance allows outdoor sales areas as a principal use provided they:
 - a. Are screened and landscaped from residential districts or uses;
 - b. Are surfaced with asphalt, concrete or pavers;
 - c. Do not take up required parking spaces, and
14. Section 11-6-2 of the City Code requires that all commercial driveway, parking and loading areas be paved, except as may be allowed by the City Council through approval of an Interim Use Permit where truck traffic associated with the farm use and the industrial nature (large machinery, tractors, campers, etc) of auction items create wear and tear on asphalt, and
15. Section 11-3-8.C.7 of the Nowthen Zoning Ordinance allows multiple principal buildings on one lot of record through approval of a Conditional Use Permit, and

16. The Planning Report dated March 16, 2022, prepared by the City Planner, The Planning Company LLC., is incorporated herein.
17. The Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the request at their regular meeting on March 22, 2022. The Commission recommended approval by a 6-0 vote.

DECISION: Based on the foregoing information and applicable ordinances, the City Council **APPROVES** an Interim Use Permit to allow outdoor vehicle sales/display and deviation from parking area paving requirements, subject to the following conditions:

1. Approval of a Conditional Use Permit to allow multiple principal buildings on one lot of record and common ownership of all buildings and grounds by Werner Auction Group LLC/Bid-2-Buy.
2. Use classification change of the office, east and west buildings from agricultural to commercial, submission of building permits and satisfaction of all Building Code requirements.
3. Once converted to an allowed commercial use in conformance with the requirements of this Chapter, the interim agricultural use shall not be re-established for the office, east and west pole buildings.
4. The grain bins are an interim use and shall be allowed to remain as an agricultural use, in association with the tillable land and farm sales/produce stand until such time as they are converted to commercial uses or discontinued for a period of one year and may not be reestablished.
5. The grain bins shall be removed from the property when they no longer serve their function as grain storage associated with the site's interim agricultural use.
6. A total of 38 parking spaces are required on site. Five (5) parking spaces shall be paved for customer and employee use, in addition to the five (5) paved spaces which already exist. One space shall be designated as accessible and shall include an 8-foot access aisle. The remaining 28 spaces shall be reserved for future use, upon request of the City Council or the City Planner.
7. The maximum number of vehicles/units permitted on the subject property may vary, but at no time shall vehicles, trailers, machinery or equipment be parked or displayed outside of the designated storage/display areas, as shown on the site plan dated 4/15/22 and limited to 36,035 square feet. At no time shall vehicles for sale occupy the ten (10) employee or customer spaces.
8. The entrance drive and internal circulation areas frequented by large vehicles, heavy commercial trailers and grain trucks shall be maintained as gravel until such time as the agricultural uses cease, at which time compliance with commercial paving, curbing and stormwater standards may be required at the discretion of the City Council based on review of site uses at that time, future expansion of structures, parking and display areas (impervious

surfaces) which will require amendments to the CUP and/or IUPs in accordance with the City Zoning Ordinance and will trigger review by the City Engineer.

9. The white rail fence is extended +/- 160 feet to the east to the limits of the display area.
10. Vehicles and all auction items displayed shall only be placed in designated parking/storage spaces indicated on the site plan, upon gravel or paved surfaces, and never on yard/grass-surfaced areas.
11. Auction items which are not stored within the structures on site may not be displayed outside longer than sixty (60) days.
12. There shall be no on-site live auctions on the subject property, except on rare occasions, and Bid-2-Buy owners shall notify the City in advance. Live auctions which become frequent or create nuisance issues shall trigger reconsideration of the Conditional/Interim Use Permits.
13. No parking, loading, unloading, pick-up or drop-off of vehicles, machinery, equipment or auction goods of any kind will be allowed on Viking Boulevard.
14. All parking, driveway and display areas shall be maintained in good condition. Gravel surfacing shall be topped off or graded as needed to prevent standing water for prolonged periods and shall be relatively weed free.
15. The 100-foot buffer yard on the east side of the property adjacent to residential uses is maintained at all times and shall include the required trees and shrubs outlined in Condition #17, with the exception of the eight (8) deciduous trees planted in the boulevard.
16. A landscape plan shall be submitted for review and approval; required landscaping shall include:
 - a. Eight (8) deciduous trees along the front of the site, on the uphill side of the ditch, directly in front of the white rail fence.
 - b. Thirty-four (34) trees
 - c. Twenty (20) shrubs
17. All landscaping shall be maintained throughout the life of the business and replaced should the vegetation become diseased, damaged or destroyed.
18. The southern-most 33 feet of the property shall be reserved for a future frontage road as required under the City's Comprehensive Plan, however, the exact location of the frontage road shall be determined as properties develop around the site and/or the Bid-2-Buy expansion plans necessitate determination of an alignment.
19. At no time shall any junk, inoperable vehicles, auto parts or refuse be stored outside.
20. The property, property owners, employees and sales agents remain in compliance with State of MN automobile dealer licensing regulations at all times.

21. The hours of operation for Bid-2-Buy shall be 8:00AM to 8:00PM Monday through Thursday, 8:00AM to 6:00PM Friday and 8:00AM to Noon Saturday, and closed on Sundays.
22. Any changes to structures, parking areas, display areas, lighting or signs shall require application for a building permit and review by the City Building Official and City Planner.
23. Directional signs which indicate the site circulation, customer parking and handicapped parking areas are provided on site in compliance with the City's sign ordinance.
24. Septic system inspection, compliance and upgrades as needed to serve the office use going forward. A copy of the new as-built shall be submitted to the City of Nowthen.
25. Soil borings shall be submitted for a secondary/back-up septic site which shall be shown on the revised site plan and must be protected from disturbance or compaction.
26. The Subject Property must be in compliance with all State, County and City building codes and is subject to review and approval by the City Building Official.
27. Pursuant to Section 11-10 of the Nowthen Zoning Ordinance, this interim use shall terminate on the happening of any of the following events, whichever occurs first:
 - a. The date or event stated in the permit as determined by the City Council.
 - b. Upon violation of conditions under which the permit was issued.
 - c. The interim use permit shall terminate upon a change of occupancy or ownership of the principal use.
 - d. The use or operation is discontinued for a period of one (1) year. This does not apply to a specific part of a use or operation, or a single event, when the remainder of the use or operation has been on-going.
 - e. If an interim use approved by the City Council is not exercised or put into effect within one (1) year of the date of approval, by fulfilling each and every condition attached thereto, it shall terminate unless a request is submitted to the City in writing no less than thirty (30) days prior to the deadline.
28. The City Council may revoke an interim use permit upon violation of any condition of the permit, any City ordinance, any law of the State of Minnesota, or any law of the United States.
29. The applicant(s) and property owner are responsible for all costs associated with the processing of this request.

MOTION BY: Joel Greenberg

SECOND BY: Jason Alders

ALL IN FAVOR: 4 (Rainville absent)

THOSE OPPOSED: 0

ADOPTED by the City Council of the City of Nowthen this 14th day of April 2022.

CITY OF NOWTHEN

By: _____
Mayor Jeff Pilon

Attest: _____
Frank Boyles, Interim City Administrator

STATE OF MINNESOTA)
COUNTY OF ANOKA (SS.
CITY OF NOWTHEN)

I, the undersigned, being the duly qualified and acting Deputy Clerk of the City of Nowthen, Anoka County, Minnesota, a Minnesota municipal corporation, hereby certify that the above and foregoing resolution is a true and correct copy of the document as adopted by the City Council on the 14th day of April, 2022.

Deputy Clerk Natalie Johnson

Prepared By:
The Planning Company
3601 Thurston Avenue
Anoka, MN 55303

Cash Farms/Bid-2-Buy Interim Use Permit
5160 Viking Boulevard
PID# 25-33-25-12-0003
Public Hearing held March 22, 2022
Approved by the City Council on April 14, 2022

I/We hereby understand and agree to the conditions of approval established by this Interim Use Permit.

David Moritz, Property Owner
President, Cash Farms

Curtis Werner, Applicant

Landon Werner, Applicant

Prepared By:
The Planning Company
3601 Thurston Avenue
Anoka, MN 55303

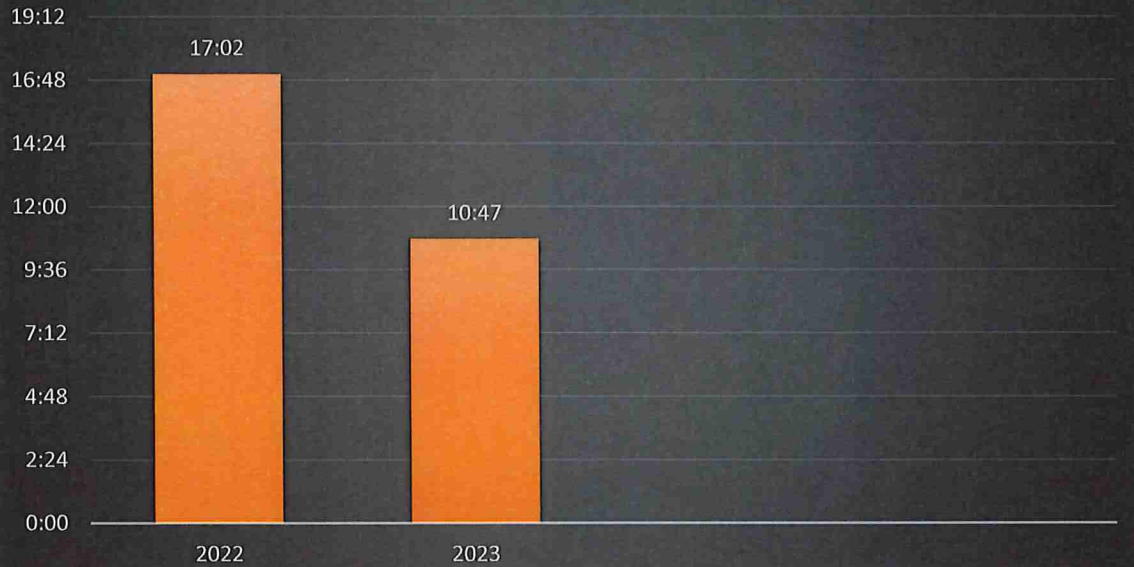
MONTHLY COMPARISON REPORT

2022-2023

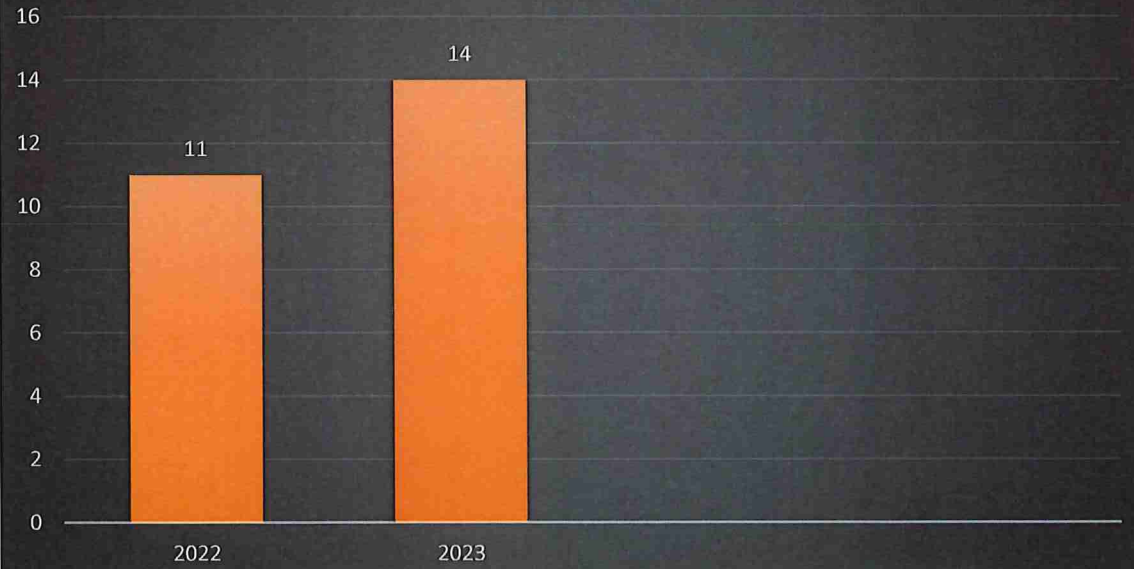
February



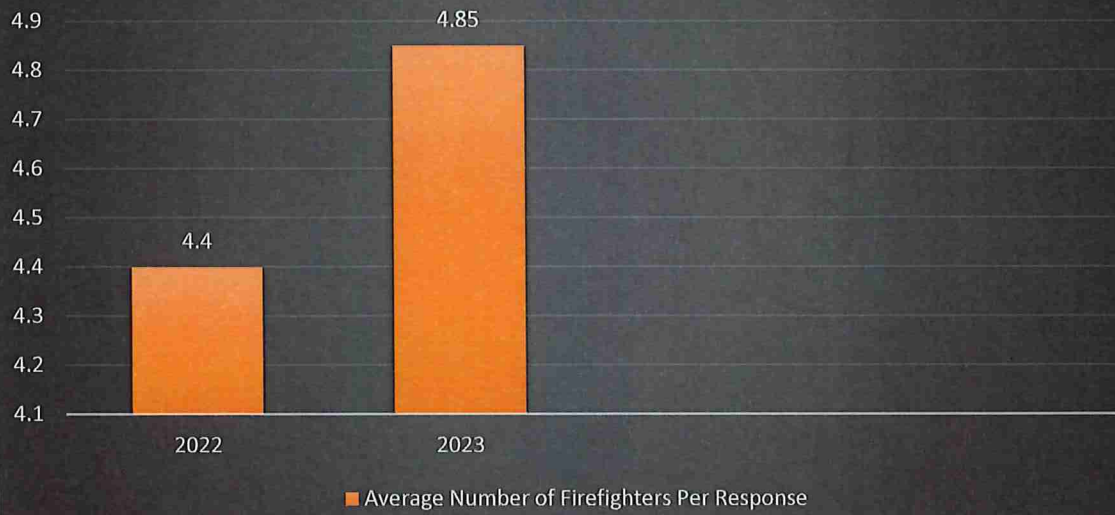
February Response Times 2022-2023



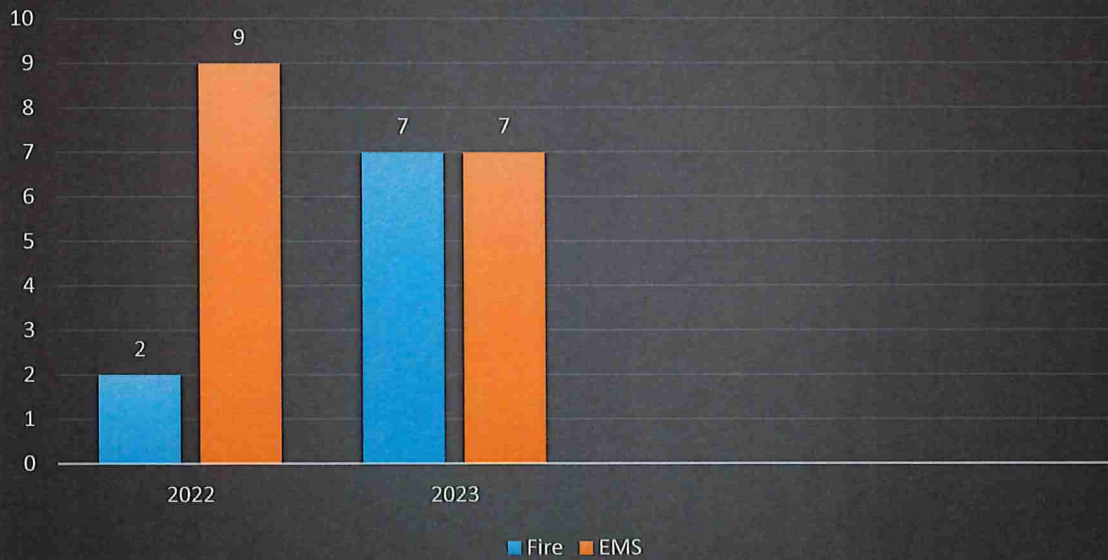
February Calls for Service 2022-2023



Average Number of Firefighters Per Response 2022-2023



Fire Runs vs. EMS Runs February 2022-2023



For the month of February 2023, the fire department responded to 14 incidents (2 more than the previous month) with an average response time of 10 minutes and 47 seconds (1 minute 12 second decrease from January). The average number of firefighters attending calls for service was 4.85. The fire department reports \$55,000 dollar loss from fires during the month of February.

On February 19th, the fire department assisted Oak Grove on a Structure Fire on the 19500 block of Dogwood St. NW.

On February 24th, the fire department was dispatched to report of a vehicle on fire on the 8700 block of 190th Ave NW. Crews arrived to find a fully involved pick-up truck on fire. Crews were able to quickly extinguish the fire. The vehicle was 2021 Dodge Ram and damages are estimated \$55,000



The fire department completed its annual run (NFIRS) reporting to the Department of Public Safety for 2022.

The fire chief met with the fire chief from Elk River to discuss Auto-Aid options between the two cities with Elk River Station 3, now fully operational.

The fire department is planning for a spring open house designed specifically for recruitment. The date for the open house will be May 24th.

Nowthen Council Meeting – March 14th, 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 February 2023:

Calls for Service

Sheriff's Deputies responded to 82 calls for service.

February 2023 calls for service included:

- 1 to Bar None
- 6 Alarms
- 11 Medicals
- 8 Animal Complaints

Bar None

At the request of Anoka County Probation, a juvenile male was arrested on an outstanding felony warrant. The juvenile was transported from the Bar None Facility to the Lino Lakes Juvenile Detention Center.

Noteworthy Calls for Service

02/14/2023 at 3:36 PM: Deputy responded to a report of a suspicious vehicle/person in the area of 206 Ave NW and Cleary Rd NW. The 911 caller reporting seeing a female park her vehicle in the middle of the road and sit down in the mud. The responding deputy located the vehicle and made contact with the driver, an adult female. The female appeared to be suffering from a mental health crisis. The deputy assisted her by arranging transport to a hospital for care.

02/24/2023 at 10:00 AM: Deputy responded to the 21800 block of Xenon St NW on a report of a theft. The reporting party indicated misc. tools and equipment were taken from his unsecure pole barn. The theft may have happened in June or July of 2022. There is no suspect information.

02/24/2023 at 3:03 PM: Deputy responded to assist Nowthen FD on a report of a vehicle on fire in the 8700 block of 190 Ave NE. The fire was contained by Nowthen FD. There were no injuries.

02/27/2023 at 6:31 PM: Deputy responded to the area of Viking Blvd NW at Iguana St NW on a report of a snowmobile crash with injuries. The arriving deputy learned the victim, an adult female, suffered injuries to her shoulder and legs after she lost control when she struck a dip in the ditch. She was transported to Mercy Hospital for care.

Miscellaneous

Meet the deputy to take place prior to oral report. Lt. Jacobson to introduce Sheriff Wise.

Closing

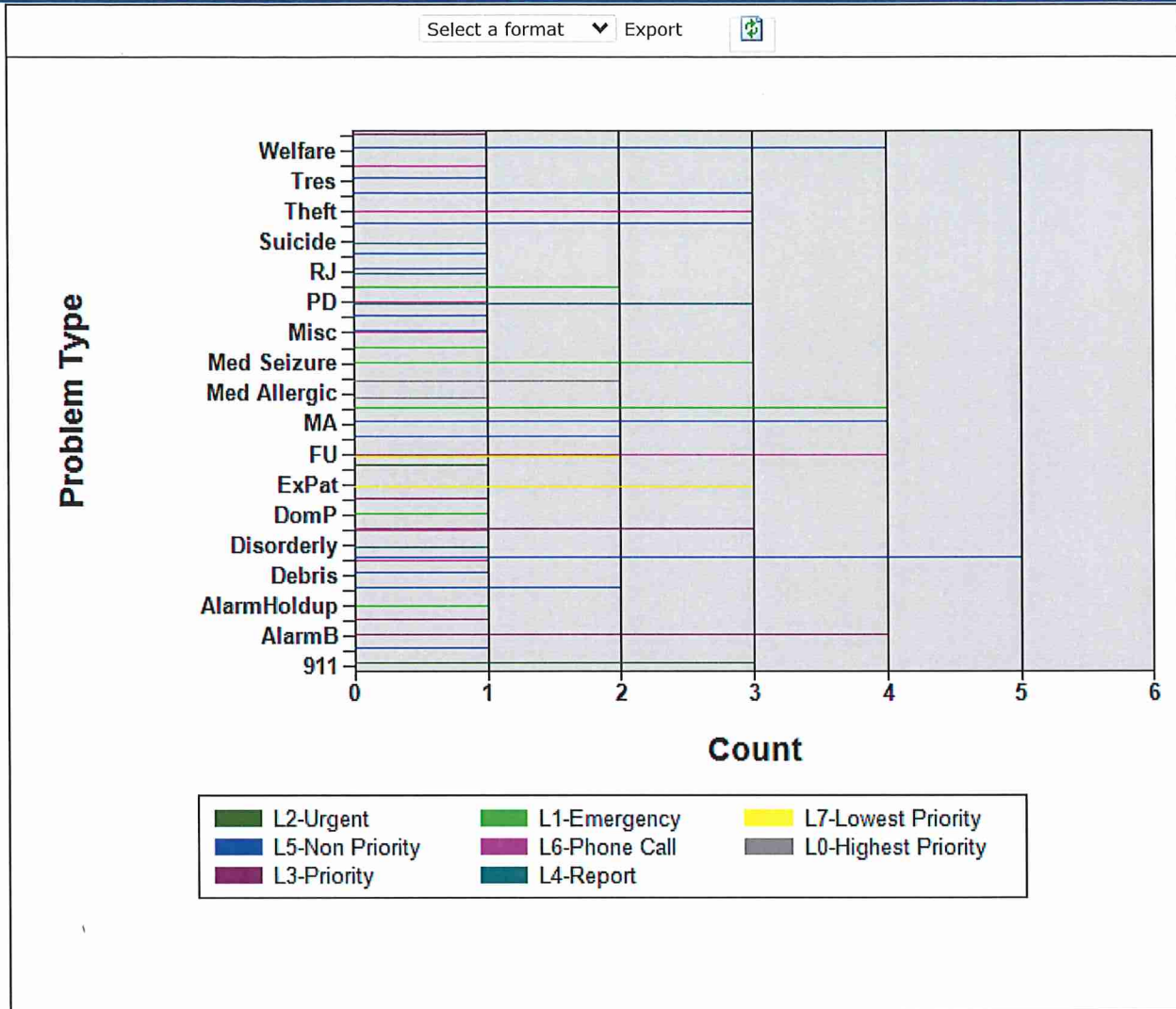
Time for the mayor and members of the council to ask questions.

Problem Type Summary

1:18 PM 03/03/2023

Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	Nowthen Law
Day Range:	Date From 2/1/2023 To 2/28/2023
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	3	0	0	0	0	0	3
Abandon	0	0	0	0	0	1	0	0	1
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

AlarmCO	0	0	0	0	0	0	0	0	
AlarmCOill	0	0	0	0	0	0	0	0	
AlarmF	0	0	0	1	0	0	0	1	
AlarmFsmoke	0	0	0	0	0	0	0	0	
AlarmHoldup	0	1	0	0	0	0	0	1	
AlarmV	0	0	0	0	0	0	0	0	
AlarmWF	0	0	0	0	0	0	0	0	
Animal	0	0	0	0	0	2	0	2	
AnimalResc	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	
Assault	0	0	0	0	0	0	0	0	
AssaultP	0	0	0	0	0	0	0	0	
Boat Assist	0	0	0	0	0	0	0	0	
Bomb	0	0	0	0	0	0	0	0	
BombP	0	0	0	0	0	0	0	0	
Broadcast	0	0	0	0	0	0	0	0	
Burg	0	0	0	0	0	0	0	0	
BurgP	0	0	0	0	0	0	0	0	
Civil	0	0	0	0	0	0	0	0	
CivilP	0	0	0	0	0	0	0	0	
CSC	0	0	0	0	0	0	0	0	
Debris	0	0	0	0	0	1	0	1	
Deer	0	0	0	0	0	5	1	6	
Disorderly	0	0	0	0	1	0	0	1	
Dom	0	0	0	3	0	0	1	4	
DomP	0	1	0	0	0	0	0	1	
Drugs	0	0	0	0	0	0	0	0	
DUI	0	0	0	1	0	0	0	1	
Dumping	0	0	0	0	0	0	0	0	
Escort	0	0	0	0	0	0	0	0	
ExPat	0	0	0	0	0	0	3	3	
F Aircraft	0	0	0	0	0	0	0	0	
F Assist	0	0	0	0	0	0	0	0	
F CleanUp	0	0	0	0	0	0	0	0	
F Collapse	0	0	0	0	0	0	0	0	
F Dump	0	0	0	0	0	0	0	0	
F Elec Smell	0	0	0	0	0	0	0	0	
F Expl	0	0	0	0	0	0	0	0	
F Gas Odor In	0	0	0	0	0	0	0	0	
F Gas Odor Out	0	0	0	0	0	0	0	0	
F Grass fire	0	0	0	0	0	0	0	0	
F Illegal	0	0	0	0	0	0	0	0	
F Misc	0	0	0	0	0	0	0	0	
F Mutual Aid	0	0	0	0	0	0	0	0	
F Oven	0	0	0	0	0	0	0	0	
F Powerlines	0	0	0	0	0	0	0	0	
F SmokeIn	0	0	0	0	0	0	0	0	
F SmokeOut	0	0	0	0	0	0	0	0	
F Structure	0	0	0	0	0	0	0	0	
F Train	0	0	0	0	0	0	0	0	
F Veh	0	0	1	0	0	0	0	1	
F Water Rescue	0	0	0	0	0	0	0	0	
Fight	0	0	0	0	0	0	0	0	
Flood in	0	0	0	0	0	0	0	0	
Flood out	0	0	0	0	0	0	0	0	
Fraud	0	0	0	0	0	0	0	0	
FraudP	0	0	0	0	0	0	0	0	
FU	0	0	0	0	0	0	4	2	6
FW	0	0	0	0	0	0	0	0	0
Gun	0	0	0	0	0	0	0	0	0
Harass	0	0	0	0	0	0	0	0	0
Info	0	0	0	0	0	2	0	0	2
Lift Assist	0	0	0	0	0	0	0	0	0
Liq	0	0	0	0	0	0	0	0	0
Lockout	0	0	0	0	0	0	0	0	0
LockoutP	0	0	0	0	0	0	0	0	0

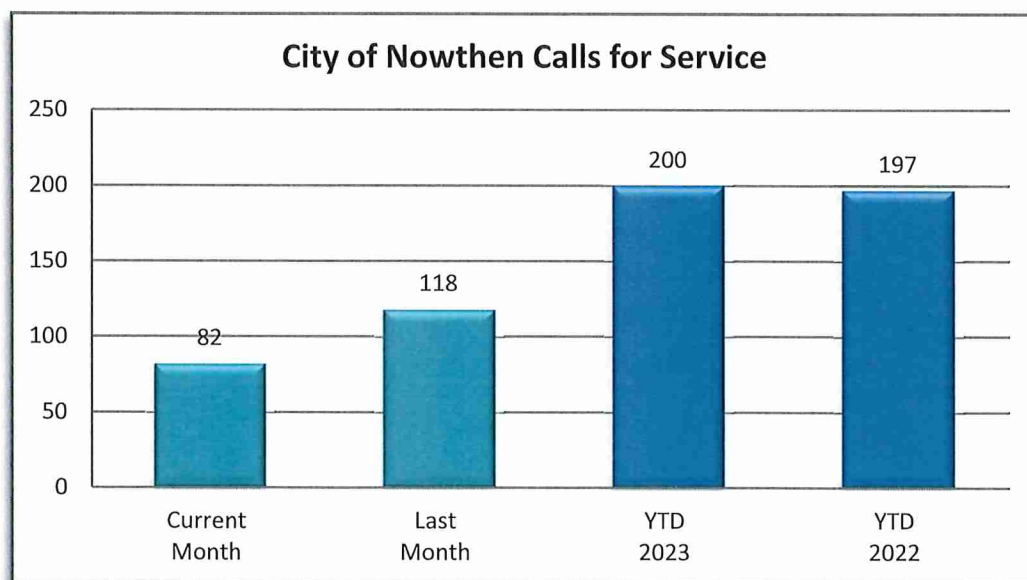
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Med Allergic	1	0	0	0	0	0	0	0	1
Med Assault	0	0	0	0	0	0	0	0	0
Med Bleed	0	0	0	0	0	0	0	0	0
Med Breathing Diff	2	0	0	0	0	0	0	0	2
Med Breathing Not	0	0	0	0	0	0	0	0	0
Med Choking	0	0	0	0	0	0	0	0	0
Med Drown	0	0	0	0	0	0	0	0	0
Med Electro	0	0	0	0	0	0	0	0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

WT

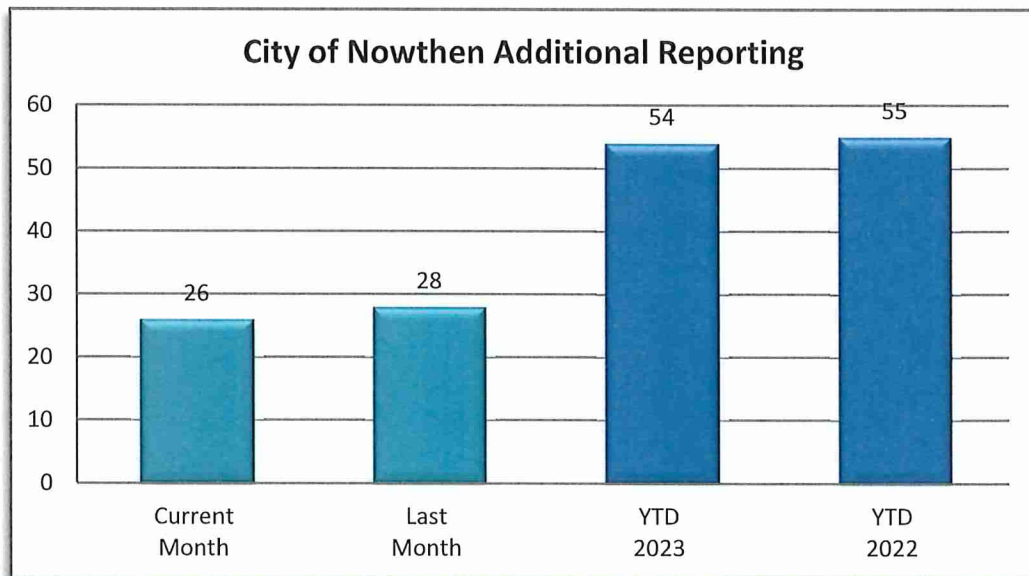
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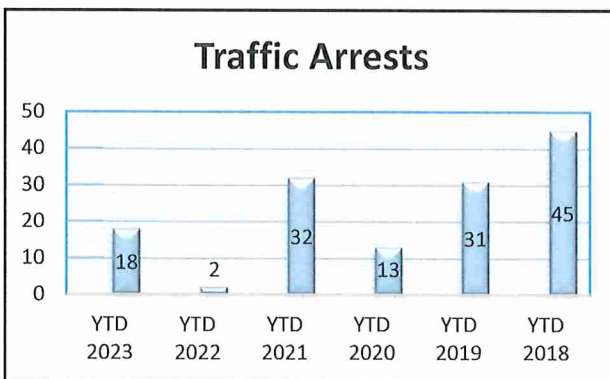
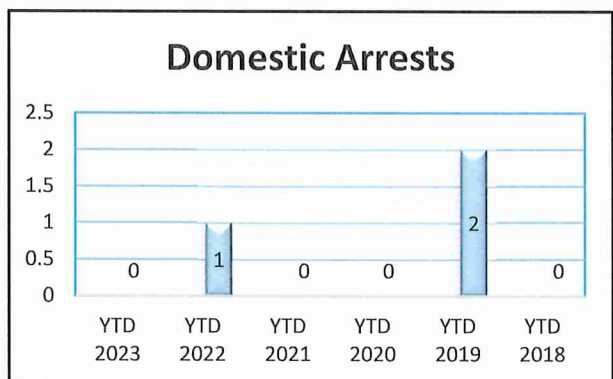
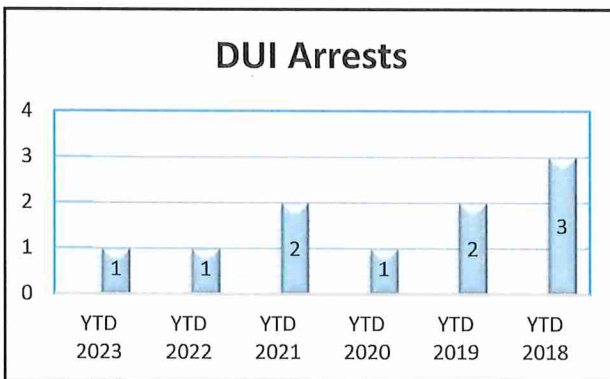
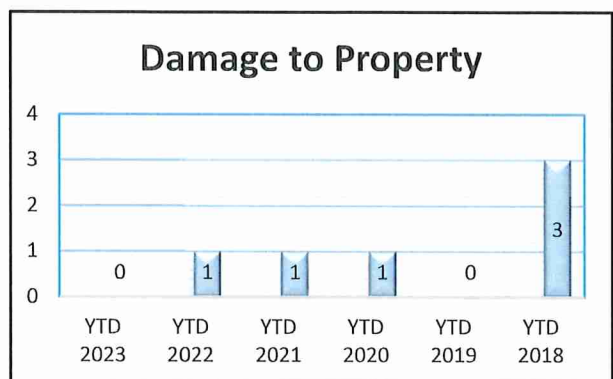
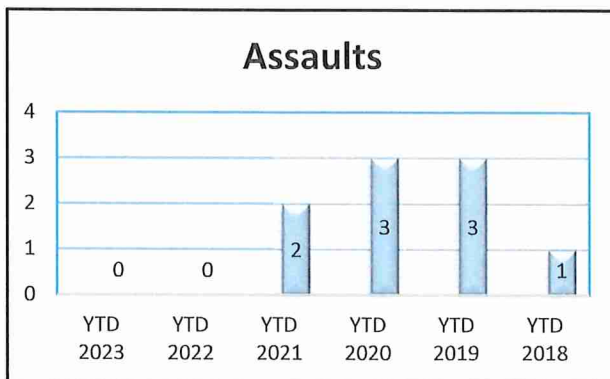
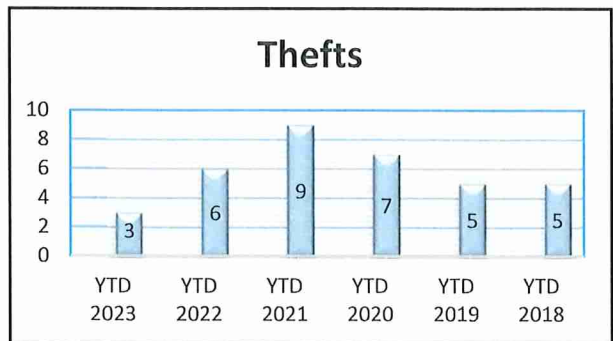
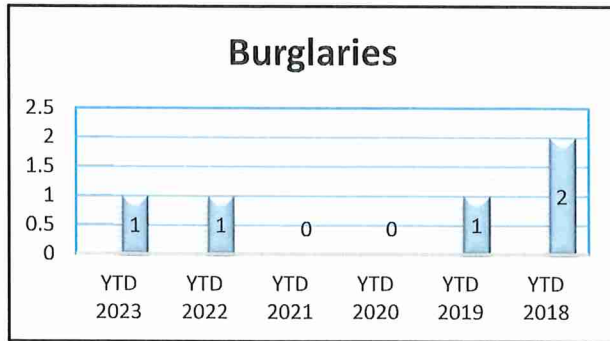
0	0	0	1	0	0	0	0	1
3	12	4	10	6	30	12	5	82

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Call for Service	118	82											200	197
Burglaries	0	1											1	1
Thefts	2	1											3	6
Crim Sex Conduct	0	0											0	0
Assault	0	0											0	0
Dam to Property	0	0											0	1
Harass Comm	0	0											0	0
PI Accidents	3	2											5	3
PD Accidents	7	4											11	10
Felony Arrests	0	3											3	0
Gross Misd Arrests	0	1											1	0
Misd Arrests	1	0											1	0
DUI Arrests	0	1											1	1
Domestic Arrests	0	0											0	1
Warrant Arrests	1	1											2	1
Traffic Stop	52	26											78	38
Traffic Arrests	9	9											18	2



OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Bar None Facility	3	1											4	9
Alarms	3	6											9	10
Animal Complaints	9	8											17	10
Fire	1	0											1	1
MV Complaints	0	0											0	0
Medicals	11	11											22	25
Ordinance	1	0											1	0
2023 TOTALS	28	26	0	0	0	0	0	0	0	0	0	0	54	55





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



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

Administrator's Update

- a) Pay Equity Report
- b) MS4 Audit Update completed February 27th, 2023.
- c) Snow Plowing Update
- d) Staffing Updates
- e) Recycling Center Attendants Update and Upcoming Hours
- f) Discussion regarding City Office Improvement
- g) Update regarding 181st and Baugh.

8A – Administrator’s Update

Pay Equity Report to MN Management and Budget

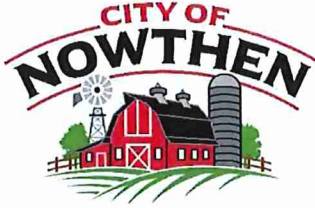
This report was due in February of 2021 for the wage numbers for 2022. We are currently in non-compliance.

I have been working on this for a couple of weeks trying to determine how to complete it. I responded to Dominique, the Pay Equity Coordinator, letting her know that I would do my best to complete it since it was based on 2020 numbers.

This report requires the highest and lowest monthly salary for each employee and converting the part time seasonal help into a full time pay example to share our salaries for the year with MN Management and Budget.

To complete this, we need a points system in place for each position. I have consulted with a few other city clerks about this process. We need to have a 3rd party create the “real” job descriptions and responsibilities for each employee and a scoring system / step system based on experience, responsibilities, and length of time in the position. As positions and responsibilities change, the points per employee may change.

We will be completing the 2021 report to get into compliance based on pointing system used in the 2018 reporting, but we need to be fully in compliance for the 2024 report that will be based on 2023 numbers. To do so, the City needs to do an RFP to companies and have the point / step system in place before 12/31/23.



REQUEST FOR COUNCIL ACTION

Agenda Item: 8E	Department: Administration	Requested Council Meeting Date: March 14, 2023	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-XX AUTHORIZING THE POSTING OF THE ADMINISTRATIVE ASSISTANT POSITION ON THE CITY WEBSITE, WITH THE LEAGUE OF MINNESOTA CITIES, AND THE CITY BULLETIN BOARD.

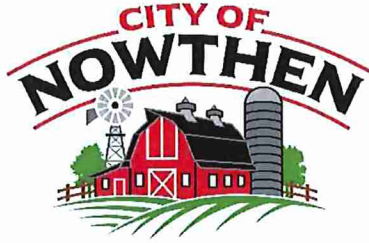
BACKGROUND AND SUPPLEMENTAL INFORMATION: Adrienne Christensen, the current Administrative Assistant has resigned from her position as of April 11, 2023. This is a position that needs to be filled as quickly as possible with the right candidate. The posting will be posted on the City Website and on the League of MN Cities looking for a qualified candidate. Please see attached job posting for qualifications desired by Administration. This will once again be a full-time position for the city and is in our current budget.

SOURCE OF FUNDING: 100-41420-101

REQUESTED COUNCIL ACTION: Approval of Resolution 2023-XX Authorizing the posting of the Administrative Assistant Position on the City Website, with the League of Mn Cities, and the city bulletin board.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				X



City of Nowthen Administrative Assistant **Job Description**

The key role as the administrative assistant is customer service. All tasks that are assigned to this position are centered around our constituents. This person will perform skilled administrative support work to the City Administrator, City Clerk, Deputy Clerk, Public Works Supervisor and Fire Department. Work is performed under the limited supervision of the City Administrator.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Essential Functions

- Great Customer Service in person, phone and electronically.
- Takes messages, direct calls, provides information; receives, processes, and distributes all incoming mail to appropriate departments.
- Issues building permits, mechanical, plumbing, septic permits working with MnSpect.
- Filing, labeling, copying and mailings as needed (paper and electronically).
- Skilled in word, excel, publisher and adobe.
- Maintain public information such as phone numbers, county referral information, recycling guides, counter literature, and bulletin board.
- Using a Credit Card reading machine.
- Website design and maintenance.
- Assist City Administrator in City Council Agenda and Packet assembly and distribution.
- Process executed resolutions and forward to correct departments.
- Support and maintain the recycling program. This includes receiving payment from residents for paid recycling, as well as maintaining relationships with recycling vendors so that recycling can be taken to market in a timely fashion, attend county recycling meetings, report recycling revenue, expenditures, and tonnage bi-annually for Anoka County.
- Provide direction to the Recycling Attendant
- Support and maintain the calendar with Facility & Field use reservations, receive fee payments and deposits for facility, field, concessions, and chairs.
- Issue Animal Licenses.
- Update and maintain informational documents used to operate in the office.

- Receive requests, complaints, and information from public and forward to city staff and city council.
- Aid public in locating information, directing them to correct person, code, and records.
- Issue burn permits and correspond daily with fire department.
- Compose correspondence, reports, memos, letters, minutes, meeting, and public hearing notices on behalf of the city as requested by City Administrator or Deputy Clerk
- File and Scan materials in accordance with data practices requirements.
- Maintains office supply inventory for the city office.
- Assist City Clerk with Election Process as needed.
- Other responsibilities as apparent or assigned.

This qualified candidate will have thorough knowledge of City and department programs and policies; thorough knowledge of standard office practices, procedures, equipment; thorough knowledge of business English, spelling and mathematics, general knowledge of property tax and property assessment process, skilled in the use of computers, software; ability to read and understand basic City and state policies and procedures; ability to type accurately at a reasonable rate of speed; ability to work with spreadsheets and /or simple data entry, ability to organize and prioritize work, ability to research and solve problems; ability to communicate effectively in oral and written form; ability to establish and maintain effective working relationships with associates, public officials, outside organizations and the general public.

Education and Experience

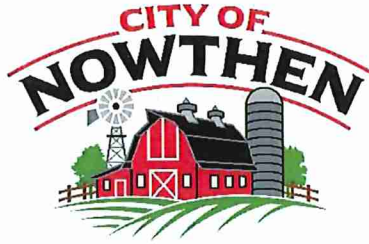
- High School Diploma or equivalent
- Minimum 3 years' experience performing same or similar duties in a private, public or non-profit organization.

Physical Requirements

- This work requires the occasional exertion of up to 20 pounds of force, work regularly requires speaking or hearing and using hand to finger, handle or fell, frequently sitting and repetitive motions and occasionally requires walking, standing, stooping, kneeling, crouching or crawling, reaching with hands, arms, pushing or pulling, lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to receive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinction in sound. Work requires preparing and analyzing written or computer data, operation machines, operating motor vehicles and observing general surroundings and activities. Work occasionally requires working near moving mechanical parts and is generally in a moderately noisy office location.

Special Requirements

- Valid MN Driver's License



THE CITY OF NOWTHEN IS NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION

Administrative Assistant:

The City of Nowthen seeks an experienced full-time Administrative Assistant to provide clerical support to the City Administrator and Deputy Clerk. Other duties include assistance with processing building permits, document scanning, electronic records storage, facility scheduling, website management, recycling coordinator, and receptionist duties. This position requires great customer service, in person, on phone and electronically. Must be proficient in Word, Excel, Publishers, Adobe. The candidate will have initiative, be dependable, able to multi-task and highly motivated. Must have a high school diploma or equivalent and minimum of 3 years' experience performing same or similar duties in a public or non-profit setting. Starting wage \$18-\$25 per hour (DOE), plus benefits package.

For more information or an application package, please contact Natalie Johnson, Deputy Clerk at 763-441-1347 or natalie@nowthenmn.net Application materials can also be found on the city website at www.cityofnowthen.com

This position will be open until filled.

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-XX

A RESOLUTION AUTHORIZING THE POSTING OF THE ADMINISTRATIVE ASSISTANT POSITION ON THE CITY WEBSITE, WITH THE LEAGUE OF MINNESOTA CITIES AND ON THE CITY BULLETIN BOARD.

WHEREAS, Adrienne Christensen, our current Administrative Assistant, has resigned from her position as of April 11, 2023 and;

WHEREAS, this position will need to be filled as quickly as possible with the right candidate and;

WHEREAS, to find the right candidate, the City of Nowthen must post the position in various places to attract applicants, and;

WHEREAS, this position is fully funded by our current 2023 budget and;

WHEREAS, the position will be posted on the City Website, with the League of MN Cities and on the City Bulletin Board.

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. Administration is authorized to post the position for City Administrative Assistant.
3. The posting will appear on the City Website, League of MN Cities Website, and the City Bulletin Board.

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 14th day of March 2023.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

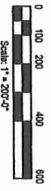
ATTEST _____
By: SCOTT LEHNER
Its City Administrator

Recordings of Nowthen City Council Meetings are available on City of Nowthen Youtube channel.

86



1 SITE PLAN
 SCALE: 1" = 200'



- KEYED NOTES
- PROPERTY LINE
 - ARRAY OUTLINE

LEGEND

1 LIGHT HOLES TO BE REBARRED (R)

2 TREES TO BE REMOVED (R)

PROPOSAL SPECIFICATIONS

DC SYSTEM SIZE (KW-DC)	28,372.64
AC SYSTEM SIZE (KW-AC)	24,362.00
DC/AC RATIO	1.16
APPLICATIONS	JA SOLAR
MODULE 1 (W/9-MODEL)	JAM720X-660W/180 (60W) (62.249)
INVERTER 1 (W/9-MODEL)	THIEC PVI-450KVA (20)
DC COLLECTOR (W/9-MODEL)	CONSUMER
ROW SPACING (FT)	12'
STRING SIZE (W)	(20)
MAX HEIGHT OF ARRAY	7.64'

ARRAY INFORMATION

ARRAY	MODULES (W)	INVERTER (V)	TILT (°)	STRING SIZE (W)
A1	6,682	180	20	22.23
A2	6,594	180	20	24.25
A3	9,106	180	20	23.24
A4	8,828	180	20	25.20
A5	6,580	180	20	22
A6	6,538	180	20	20.21
TOTAL	52,246			

DESCRIPTION	LENGTH (FT)
20' ROAD ACCESS PATH	6,823
10' ACCESS ROAD	4,823
FENCE LENGTH (FT)	9,376
SITE AREA (AC)	94.31

SEALS AND SIGNATURES

NOT FOR CONSTRUCTION

REV	ISSUED FOR	DATE
1	PER PERMITS	12/19/2023
0	AS SHOWN	

DRAWING TITLE: SITE PLAN

DRAWING NUMBER: G111

PROJECT NO.: XXXXX

NOWTHEN SITE
 181ST AVE NW & BAUGH ST
 NW, NOWTHEN, MN 55330
 PHOTOVOLTAIC INSTALLATION

AMERESCO
 Solar & Energy Services
 2215 EAST CAMERON ROAD,
 PHOENIX, AZ 85016
 480.489.2000
 www.ameresco.com

181ST AVE NW & BAUGH ST
 NW, NOWTHEN, MN 55330

