



Nowthen City Council
July 19, 2022, Meeting
Agenda @ 7:00 pm

1. Call to Order
 - Pledge of Allegiance
 - Roll Call
 - Approve Agenda
2. Consent Agenda
 - a) Approval of City Council Minutes of Regular Meeting of June 9, 2022, and Work Session of June 16, 2022.
 - b) Approval of Claims June 9, 2022, to July 19, 2022, and Treasurer's Report
 - c) Approval of Project Timeline and Request for Proposals for City Audits for the Period 2022, 2023 and 2024.
 - d) Approval of a Grading and Storm Water Maintenance Agreement for 19477 St. Francis Boulevard
 - e) Approval of Contract Agreement with the Anoka Humane Society to provide Animal Control Services to the City of Nowthen
 - f) Approval of Resolution 2022-xx Increasing the Authorized Expenditure Limit for the City Building Security System by \$3251.02
 - g) Approval of Resolution 2022-xx approving a Temporary Three Day On-Sale Liquor License from August 19 to 21, 2022 to the Ramsey Lions for the 2022 Nowthen Threshing Show
 - h) Approval of Resolution 2022-xx Accepting Quote Awarding Contract for 2022 Micro-Surfacing Project.
 - i) Approval of Resolution 2022-xx Accepting a quote and awarding contract or 185th Street patching.
3. Floor Items
4. Sheriff's Report
5. Fire Department Report
6. Planning and Zoning
 - a). Consider Approval of a Home Occupation for 22280 Iman Street
 - b). Consider Approval of a Septic System Plan for 5160 204th Avenue
 - c). Consider Preliminary Plat Approval for Toft 2nd Addition for 8 industrial and 7 residential Lots
 - d). Consider Approval of Staff Report on the Status of Architectural Standards and Other Site Design Criteria Related to Commercial and Industrial Uses
7. City Council
 - a). Consider Approval of Resolution 2022-xx Naming the Nowthen City Administrator and authorizing the mayor to Execute an Employment Agreement on Behalf of the City
 - b). Consider Approval of Report Regarding Hours of Operation of City Recycling Center
 - c). Consider Approval of Resolution 2022-xx Authorizing Disposal of Toro 580D Twelve Gang Lawnmower

- d). Consider Approval of Resolution 2022-xx Authorizing the Purchase of Class 5 to Top Dress 6700 feet of Twin Parkway and 1250 feet of Spring Hill Road.
- e) Consider Approval of Resolution 2022-xx Authorizing the Hire of a Temporary Part Time Employee to complete scanning of Paper Records

8. Adjourn

Nowthen City Council
June 9, 2022
Regular Meeting Minutes

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 7:21 pm
All present recited the Pledge of Allegiance

Present: Council Members Blake, Greenberg, Alders and Rainville
Also in attendance: Interim City Administrator Boyles, Deputy Clerk, Natalie Johnson, City Planner, Liz Stockman, Lieutenant Bill Jacobson, Fire Chief, Dave Schmidt

APPROVAL OF THE AGENDA

MOTION BY COUNCIL MEMBER RAINVILLE SECOND BY BLAKE TO APPROVE THE AGENDA REVISING THE DATE AT 2B FROM MAY 12, 2022 TO JUNE 8, 2022. MOTION CARRIED. 5 AYES

2. CONSENT AGENDA

MOTION BY COUNCIL MEMBER GREENBERG AND SECOND BY BLAKE TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION CARRIED. 5 AYES.

3. PRESENTATION OF THE 2021 FINANCIAL AUDIT BY MIKE POFAHL

Mr. Pofahl stated he was presenting a clean audit. The city staff will have to oversee Capital Assets / Depreciation.

After audit is accepted, he will present an electronic version of the audit to the city staff for recording purposes.

Mr. Pofahl recommends the city keep records of special assessment's paid as well as Anoka County as a cross check.

MOTION BY COUNCILMEMBER RAINVILLE, SECOND BY GREENBERG TO ACCEPT THE AUDIT AS PRESENTED. MOTION CARRIED. 5 AYES.

4. FLOOR ITEMS

Mr. Samuel Corns of 19223 Burns Parkway addressed the City Council to request the Recycling Center extend the hours to after 5:00 pm so that persons working Monday – Friday from 9am to 5pm can use the facility.

The City Council requested staff investigate the logistics of extending the hours.

5. SHERIFF'S REPORT

Lieutenant Bill Jacobson reported 114 calls in May to the Nowthen area. This is 75 calls over last May.

Notable calls: Thank you to a citizen who called in what he thought was gun shots inside a home, a deputy investigated and all was fine. Thank you for calling in – the sheriff's department would rather receive the calls, investigate and find no problem, than not be called and have a problem.

A medical call brought a bouncing baby boy into the world at home! Both mom and child are doing well.

A brake light out traffic stop caught a driver with a felony warrant.

A vehicle accident had a person trapped inside – the person was extracted and transported by ground even though a Medical Helicopter was called in as a precaution.

July 1 the City of Nowthen will get a county vehicle for city use even if the new one isn't here on time. When it does come, it will state "City of Nowthen" on the Anoka County Sheriff's car.

Speeding is a huge issue as Anoka County is leading the state for deaths in speed related accidents. Anoka County Sheriff's Department will start using "Specialty Marked Cars" to catch speeders and reckless drivers. There will be an official press release that the city can post on the website. One question asking if our roads were "clearly" marked for speed. The answer is yes. City Council could pass a resolution to adopt this practice of using "Specialty Marked Cars". The sheriff's department would welcome it as they would rather stop accidents before they happen and not have to talk to families about tragic loss due to speeding.

An on-duty deputy responded to complaints about asphalt company trucks speeding on Burns Parkway. The owners will discuss with the drivers.

Councilmember Greenberg wanted to thank a deputy (he didn't get the name) that was at the Twin Lakes Park while he was there with some youth. The deputy let them see the car, some of the tools used and engaged with them. He really appreciated the extra mile the deputy went with them.

6. FIRE DEPARTMENT

Chief Dave Schmid indicated 24 incidents in May compared to 17 in April. The response time average was 11.5 minutes with an average of 4.1 fire fighters responding.

The captains are getting up to speed with projects and tasks assigned. Good things are happening in the fire department. Moral is awesome, staff is great and the 14 fire fighters are stepping up for each other. Recruiting continues as the goal is to reach 20 fire fighters.

The extracting equipment has arrived. Some training was done with it. It is an incredible piece of equipment that will help save lives. The spreader did get damaged; however, it is under warranty and will be fixed. A replacement piece of equipment is being used during the repair.

Two of the councilmembers stated they had Captains stop at their homes to introduce themselves and check out the piles to be burned that they had gotten burning permits for. They both thought it was a nice way to meet the residents. It was also suggested to have flyers/notices posted on the city website to help with recruiting.

One councilmember asked what is the policy for the Duty Officer in the city vehicle. The chief responded that the duty officer may use the vehicle as they see fit. We have seen an impact in our response time by having the duty officer have the vehicle and in this field of work, minutes could save a life.

7. PLANNING AND ZONING

a) Consider Approval of Final Plat and Development Agreement for Dryden Acres

Applicants are present. Planner Stockman stated all conditions have been met and the Planning and Zoning Commission recommends the approval of the final plat.

MOTION BY COUNCIL MEMBER RAINVILLE SECOND BY BLAKE TO APPROVE THE FINAL PLAT OF DRYDEN ACRES, VARIANCE TO ALLOW A LOT WIDTH OF 139 FEET ON LOT 3, BLOCK 1, AND THE DEVELOPMENT AGREEMENT SUBJECT TO THE CONDITIONS AS OUTLINED IN THE ATTACHED FINDINGS OF FACT. MOTION CARRIED. 5 AYES.

b) Consider Approval of Amended Conditional Use Permit for an Extended Home Occupation, 6700 Viking Blvd

The CUP request states increasing to 10,000 sq ft area to store crushed concrete (13' high) = 5,000 Cubic Yards, limits outdoor storage to Three (3) Acres maximum size and requires a 6' minimum height fence 350' long along the north property line if the property is developed.

MOTION BY COUNCILMEMBER ALDERS SECOND BY RAINVILLE TO APPROVE THE AMENDED CUP FOR THE DRYDEN'S EXCAVATING BUSINESS ON THE 10 ACRES PARCEL IDENTIFIED AS LOT 3, BLOCK 1, DRYDEN ACRES SUBJECT TO THE CONDITIONS AS OUTLINED IN THE ATTACHED FINDINGS OF FACT. MOTION PASSED. 5 AYES

c) Consider Approval of Final Plat for Country View Acres 2nd Addition

Planner Stockman stated there are 2 minor changes and the Planning and Zoning Commission recommends approval of Country View Acres 2nd Addition.

MOTION BY COUNCILMEMBER BLAKE SECOND BY ALDERS TO APPROVE THE FINAL PLAT FOR COUNTRY VIEW ACRES 2ND ADDITION AND BUILDABILITY EXHIBIT, SUBJECT TO THE CONDITIONS AS OUTLINED IN THE FINDINGS OF FACT. MOTION PASSED. 5 AYES

d) Code Enforcement Update

20930 Cleary Road – Give them a deadline to demo the foundations and remove the unlicensed vehicles with next steps either the city abates or turn over to Kurt Glaser with a criminal complaint.

7038 Old Viking Blvd – The resident is looking for assistance to remove 75+ tires. The city administrator or Interim City Administrator to touch base with Anoka County mosquito control to see if they would take them at no cost.

19066 Jasper Street - The resident has not met the agreement to remove vehicles with several attempts by the city. Planner Stockman will try to meet with him to see his plan to remove and/or turn over to Kurt Glaser with a criminal complaint to see what the city can do if he still refuses to comply.

6304 Old Viking Blvd – No action at this time.

19523 Nowthen Blvd – Progress is being made. Planner Stockman will keep encouraging to keep the progress moving.

5833 Norris Lake Rd – The owner of the property has received a citation.
19560 Baugh Street – Planner Stockman to investigate with a site visit and bring back to city council next month.

7967 191st Lane

A councilmember stated the resident has health issues but has brought many items to recycle day and is making progress. Planner Stockman documented progress in front yard and will touch base with owner.

18288 Nowthen Blvd – It was purchased as a recreational site; the home was torn down and cleaned up. There is an active CUP Mining permit on the property. Planner Stockman to talk with land owner to see what the current status is.

18660 Yakima Street – Complaints from residents for semi driving on new roads. Planner Stockman has not been able to validate.

4980 182nd Lane - Parks Business (metal fabricating) has a CUP stating resident must use Waco Street South to 179th. Planner Stockman to contact re: CUP for Metal Fabricating.

Planner Stockman will provide a monthly update to City Council via the City Administrator. Councilmembers to ask questions and to be put on the agenda to discuss if it is her/his desire.

8. CITY COUNCIL

c) **MORATOREUM on commercial – industrial architectural standards.**

The city council will need to take some action at the July meeting. Planner Stockman to work with Attorney Ruppe to update.

a) Discuss Draft City Council Agenda Preparation “Paint by Numbers”.

It is a work in progress. City Council to review and make any needed suggestions. It is noted that an RCA is needed if anything is asked of the City Council and a Resolution is needed for anything that requires money to change hands. Anyone submitting to the agenda must prepare these documents and have the supporting documents so the City Council can make educated decisions. Department Heads may receive a template of the documents from City Staff. The target is 7 days before the City Council Meeting for the Agenda and City Council Packet to go out.

b) Update on Ebony and Garnet Road Construction. A request from staff to move forward with terminating the contract with Molnau Trucking, LLC after meeting with residents. The city has received bids to work on the punch list items and complete as much as possible. The city is not certain this will 100% complete the project, but it is a good start.

MOTION BY COUNCILMEMBER RAINVILLE SECOND BY BLAKE TO TERMINATE THE AGREEMENT WITH MOLNAU TRUCKING LLC AND ACCEPTING QUOTES FROM NORTH VALLEY, INC AND EROSION WORKS, INC. AND GET THINGS SCHEDULED. MOTION PASSED. 5 AYES

OPEN ITEM:

- a) Councilmember Greenberg would like permission to investigate the cost of a Pickle Ball Court in Nowthen. He would like to put together an adhoc committee. No objections were raised.

MOTION TO ADJORN BY COUNCILMEMBER RAINVILLE, SECOND BY BLAKE. MOTION CARRIED. 5 AYES.

The meeting was adjourned at 9:49pm

Respectfully Submitted,

Frank Boyles, Interim City Administrator

Jeffrey M. Pilon, Mayor

Nowthen City Council
June 16, 2022
Regular Meeting Minutes

1. **CALL TO ORDER**

Mayor Pilon called the meeting to order at 5:35 pm
All present recited the Pledge of Allegiance

Present: Councilmembers Alders, Blake, Greenberg, and Rainville. Also in attendance Pat Melvin, DDA and Associates; Interim City Administrator Boyles.

APPROVAL OF THE AGENDA

MOTION BY COUNCIL MEMBER RAINVILLE SECOND BY ALDERS TO APPROVE THE AGENDA MOTION CARRIED. FIVE AYES

2. **CONSENT AGENDA**

Approval of Resolution 2022-xx Approving Ditch and Culvert Repair and maintenance work at Twin Lakes and 203rd Avenue.

Approval of Resolution 2022-xx Approving Ditch and Culvert Repair and Maintenance work at Approximately 8400 211th Ave.

MOTION BY COUNCILMEMBER BLAKE SECOND BY RAINVILL TO APPROVE TH CONCENT AGENDA AS PRESENTED. MOTION CARRIED 5 AYES

3. **CITY COUNCIL**

a). Review Semi Finalist (using numbers and not names) to select from twelve to six finalists for the city council interviews on July 11, 2022.

Pat Melvin reviewed the candidate status with the city council indicating that 25 had submitted applicants and that following a personality profile and video there were 14 remaining.

DDA removed two of the candidates who did not meet city minimum requirements or did not complete the remaining exercises.

Councilmembers received information on each of the 12. Melvin asked if each councilmember would reveal their top four candidates.

Councilmembers concurred those candidates 3,7,9,11,12 and 14 should be considered finalist.

MOTION BY COUNCILMEMBER RAINVILLE, SECOND BY ALDERS TO NAMECANDIDATES 3,7,9,11,12 AND 14 AS FINALISTS. MOTIONED CARRIED 5 AYES

b.) Review and approve the process for July 11, 2022, interviews including:

1. Consideration of reimbursing candidate.

MOTION BY COUNCILMEMBER RAINVILLE SECOND BY BLAKE THAT NO REIMBURSEMENTS BE ALLOWED. MOTION CARRIED 5 AYES

2. Dates and times for interview. With six candidates two nights will be necessary, July 11, and July 14 at 4pm each were agreed to.
3. Options to Showcase:
Councilmembers confirmed that they like the idea of each candidate arriving at the city offices on half hour earlier to receive a tour of that facility, questions from DDA and a brief written report from Adrienne and Natalie on each.
4. Other
Pat Melvin went over questions with council members. Melvin indicated he would be sending candidates the budget, audit, profile, comprehensive plan, paint by numbers, a typical council agenda and you-tube address.

City councilmembers expressed a desire to see an example of candidate writing, so an RCA exercise will be included.

Also, by July 1, 2022, a packet on the finalists will be provided to the city council with candidate resumes, psychological info, references and interview questions. Councilmembers may add on modified questions.

4. ADJOURN

The City Council requested staff investigate the logistics of extending the hours.

MOTION TO ADJORN BY COUNCILMEMBER ALDERS, SECOND BY BLAKE. MOTION CARRIED. 5 AYES.

The meeting was adjourned at 6:36pm

Respectfully Submitted,

Frank Boyles, Interim City Administrator

Jeffrey M. Pilon, Mayor

July
Treasurer's Report

coming.

CITY OF NOWTHEN

07/07/22 2:41 PM

Page 1

*Claim Register©

6 22 CC and ACH DEP

July 2022

Claim Type	CC				
Claim#	352 <i>ADVANCED ROOFING & SIDING IN</i>				
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00031	22521 Norris Lake Road		\$95.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00031	22521 Norris Lake Road		\$1.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00031	22521 Norris Lake Road		\$5.00
Transaction Date	6/13/2022	Due 7/7/2022	Checking	10100	Total \$101.00
Claim Type	EFT				
Claim#	356 <i>Anoka County Treasurer</i>				
Cash Receipt Invoice	R 100-31001 General Property Taxes	1st Payment of 1st 1/2 2022 Property Taxes			\$638,631.50
Transaction Date	6/21/2022	Due 7/7/2022	Checking	10100	Total \$638,631.50
Claim Type	EFT				
Claim#	342 <i>CROWN CASTLE</i>				
Cash Receipt Invoice	R 100-34111 Tower Lease Pmts				\$1,216.70
Transaction Date	6/1/2022	Due 7/7/2022	Checking	10100	Total \$1,216.70
Claim Type	CC				
Claim#	363 <i>MISCELLANEOUS CUSTOMER</i>				
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	9183	190th Ave NW		\$95.00
Cash Receipt Invoice	R 603-37311 Recycling Appliances	6/16/22	RECYCLING 2 appliances		\$20.00
Cash Receipt Invoice	R 603-37321 Recycling Mattress	6/14/22	Recycling 1 mattress		\$25.00
Cash Receipt Invoice	R 100-34104 Building Plan Review Fee	NT 2022-00019 -	21010 Cleary Road (Additional Plan Review)		\$180.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00027	18530 Waco Street NW		\$95.00
Cash Receipt Invoice	R 603-37311 Recycling Appliances	6/2/22	Recycling 2 mini fridge		\$20.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00054	19093 St Francis Blvd		\$95.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT - 00052	19632 Cleary Road NW		\$137.50
Cash Receipt Invoice	R 603-37320 Recycling Tires	6/1/22	Recycling - 4 tires		\$10.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00028	22723 Xenon Street Estate Claim Service		\$95.00
Cash Receipt Invoice	R 603-37322 Recycling Electronics	2	TV's		\$65.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00016	6746 189TH LANE NW Prominent Construction LLC		\$95.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00056	7427 181st Ave NW		\$95.00

CITY OF NOWTHEN

07/07/22 2:41 PM

Page 2

*Claim Register©

6 22 CC and ACH DEP

July 2022

Cash Receipt	R 100-34101 Facility Rental, Building	Rental deposit for Twin Lakes Park Beach Shelter - Schnichels Graduation Party	\$50.00
Invoice			
Cash Receipt	R 100-32210 Building Permits (Excludes sur	22NT-00063 6730 207th Ave NW	\$95.00
Invoice			
Cash Receipt	R 603-37320 Recycling Tires	5/27/22 RECYCLING - 8 TIRES	\$20.00
Invoice			
Cash Receipt	R 100-32210 Building Permits (Excludes sur	22NT-00072 20990 Colbalt Street NW	\$95.00
Invoice			
Cash Receipt	R 603-37321 Recycling Mattress	6/16/22 RECYCLING 3 MATTRESSES	\$75.00
Invoice			
Cash Receipt	R 100-32210 Building Permits (Excludes sur	Theresa Eicher - 8 Septic Pumping Permits	\$80.00
Invoice			
Cash Receipt	R 603-37321 Recycling Mattress	6/1/22 Recycling - 3 mattresses	\$75.00
Invoice			
Cash Receipt	R 100-32211 Building Permit Surcharge	9183 190th Ave NW	\$1.00
Invoice			
Cash Receipt	R 100-32211 Building Permit Surcharge	22NT-00056 7427 181st Ave NW	\$1.00
Invoice			
Cash Receipt	R 100-34101 Facility Rental, Building	Rental Fee for Twin Lakes Park Beach Shelter - Schnichels Grad Party	\$106.88
Invoice			
Cash Receipt	R 100-32211 Building Permit Surcharge	22NT-00063 6730 207th Ave NW	\$1.00
Invoice			
Cash Receipt	R 100-34101 Facility Rental, Building	DEPOSIT FOR TWIN LAKES PARK SHELTER - PAULETTE PELLETIER	\$50.00
Invoice			
Cash Receipt	R 100-32211 Building Permit Surcharge	22NT - 00052 19632 Cleary Road NW	\$1.00
Invoice			
Cash Receipt	R 100-32211 Building Permit Surcharge	22NT-00072 20990 Colbalt Street NW	\$1.00
Invoice			
Cash Receipt	R 100-32210 Building Permits (Excludes sur	NT 2022-00018 2223 Baugh Street	\$100.00
Invoice			
Cash Receipt	R 100-32211 Building Permit Surcharge	22NT-00054 19093 St Francis Blvd	\$1.00
Invoice			
Cash Receipt	R 603-37320 Recycling Tires	6/2/22 19 Tires	\$47.50
Invoice			
Cash Receipt	R 100-32211 Building Permit Surcharge	NT 2022-00016 6746 189TH LANE NW Prominent Construction LLC	\$1.00
Invoice			
Cash Receipt	R 100-32211 Building Permit Surcharge	22NT-00028 22723 Xenon Street	\$1.00
Invoice			
Cash Receipt	R 100-32211 Building Permit Surcharge	NT 2022-00027 18530 Waco Street NW	\$1.00
Invoice			
Cash Receipt	R 100-32213 Building Permit Investigate Fe	22NT-00056 7427 181st Ave NW	\$5.00
Invoice			
Cash Receipt	R 100-32213 Building Permit Investigate Fe	22NT-00072 20990 Colbalt Street NW	\$5.00
Invoice			
Cash Receipt	R 100-32210 Building Permits (Excludes sur	9183 190th Ave NW	\$95.00
Invoice			
Cash Receipt	R 100-34101 Facility Rental, Building	RENTAL TWIN LAKES PARK SHELTER - PAULETTE PELLETIER	\$106.88
Invoice			

CITY OF NOWTHEN

07/07/22 2:41 PM

Page 3

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6 22 CC and ACH DEP

July 2022

Cash Receipt Invoice	R 603-37321 Recycling Mattress	6/8/22 Recycling24 tires	\$60.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00053 19632 Cleary Road NW	\$75.00
Cash Receipt Invoice	R 603-37322 Recycling Electronics	6/2/22 1 computer	\$15.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00063 6730 207th Ave NW	\$5.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00069 20465 Nowthen Blvd	\$95.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	NT 2022-00027 18530 Waco Street NW	\$5.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00054 19093 St Francis Blvd	\$5.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00018 2223 Baugh Street	\$1.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00028 22723 Xenon Street	\$5.00
Cash Receipt Invoice	R 603-37322 Recycling Electronics	6/16/22 RECYCLING 1 TV	\$35.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	NT 2022-00016 6746 189TH LANE NW Prominent Construction LLC	\$5.00
Cash Receipt Invoice	R 603-37311 Recycling Appliances	6/1/22 Recycling - 3 appliances	\$30.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00045 19547 Baugh Street NW	\$95.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT- 00034 18600 Nowthen Blvd	\$913.35
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00049 21269 Jarvis Street NW	\$95.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00103 6070 Gypsey Valley Rd	\$212.10
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00062 20133 West Ford Brook Dr	\$50.00
Cash Receipt Invoice	R 100-34101 Facility Rental, Building	Deposit for Twin Lakes Beach Shelter - Andrea Zerwas	\$50.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00053 19632 Cleary Road NW	\$1.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00045 19547 Baugh Street NW	\$1.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00012 7415 Old Viking Blvd - Dahn Construction Co, LLC	\$1,259.85
Cash Receipt Invoice	R 100-34101 Facility Rental, Building	Nowthen Alliance Church DEPOSIT FOR TWIN LAKES PARK SHELTER	\$50.00
Cash Receipt Invoice	R 603-37311 Recycling Appliances	6/9/22 Recycling - 1 appliance	\$10.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00007 6095 Merles Lane	\$543.09

CITY OF NOWTHEN

07/07/22 2:41 PM

Page 4

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6 22 CC and ACH DEP

July 2022

Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00069 20465 Nowthen Blvd	\$1.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00023 18733 Vega Drive	\$95.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00069 20465 Nowthen Blvd	\$5.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00049 21269 Jarvis Street NW	\$1.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00103 6070 Gypsey Valley Rd	\$4.88
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00012 7415 Old Viking Blvd - Dahn Construction Co, LLC	\$62.50
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00045 19547 Baugh Street NW	\$5.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00062 20133 West Ford Brook Dr	\$1.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT- 00034 18600 Nowthen Blvd	\$37.50
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00023 18733 Vega Drive	\$1.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00017 7012 Hillendale Road	\$95.00
Cash Receipt Invoice	R 100-34101 Facility Rental, Building	Rental for Twin Lakes Beach Shelter - Andrea Zerwas	\$106.88
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00007 6095 Merles Lane	\$16.87
Cash Receipt Invoice	R 100-34103 Zoning and Subd Fees	NT 2022-00012 7415 Old Viking Blvd - Dahn Construction Co, LLC	\$52.80
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00061 7468 Norris Lake Rd	\$95.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00065 20333 Baugh Street NW	\$75.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	NT 2022-00023 18733 Vega Drive	\$5.00
Cash Receipt Invoice	R 100-34104 Building Plan Review Fee	NT 2022-00103 6070 Gypsey Valley Rd	\$137.87
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00043 18315 Erkium Street NW	\$50.00
Cash Receipt Invoice	R 100-34103 Zoning and Subd Fees	NT 2022-00007 6095 Merles Lane	\$30.00
Cash Receipt Invoice	R 100-34104 Building Plan Review Fee	22NT- 00034 18600 Nowthen Blvd	\$593.68
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00017 7012 Hillendale Road	\$1.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00049 21269 Jarvis Street NW	\$5.00
Cash Receipt Invoice	R 100-34104 Building Plan Review Fee	NT 2022-00012 7415 Old Viking Blvd - Dahn Construction Co, LLC	\$818.90

Invoice

CITY OF NOWTHEN

07/07/22 2:41 PM

Page 5

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6 22 CC and ACH DEP

July 2022

Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	NT 2022-00017 7012 Hillendale Road	\$5.00
Cash Receipt Invoice	R 100-34104 Building Plan Review Fee	NT 2022-00007 6095 Merles Lane	\$353.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00003 18540 Yakima Street	\$95.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00037 21900 Cleary Road NW	\$350.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00065 20333 Baugh Street NW	\$1.00
Cash Receipt Invoice	R 100-34103 Zoning and Subd Fees	NT 2022-00103 6070 Gypsey Valley Rd	\$39.60
Cash Receipt Invoice	R 100-34103 Zoning and Subd Fees	22NT- 00034 18600 Nowthen Blvd	\$33.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00043 18315 Erkium Street NW	\$1.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00061 7468 Norris Lake Rd	\$1.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00026 22184 Iman Street NW	\$75.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00064 20333 Baugh Street NW	\$75.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00003 18540 Yakima Street	\$1.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00057 19854 Nowthen Blvd	\$95.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00044 8204 185th Ave NW	\$95.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00033 7030 Hillendale Road	\$95.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00061 7468 Norris Lake Rd	\$5.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00014 19515 West Ford Brook Drive - Gustafson Excavating	\$350.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00048 18410 Salish Court	\$95.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00064 20333 Baugh Street N	\$1.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00033 7030 Hillendale Road	\$1.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00044 8204 185th Ave NW	\$1.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	NT 2022-00003 18540 Yakima Street	\$95.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00057 19854 Nowthen Blvd	\$1.00
Cash Receipt Invoice	R 100-34740 Facility Rental, Park	Rental of Twin Lakes Park Beach Pavilion Nathan Hunter	\$53.44
Cash Receipt Invoice	R 100-34740 Facility Rental, Park	Chair Rental Cheryl Czech	\$30.00

CITY OF NOWTHEN

07/07/22 2:41 PM

Page 6

*Claim Register©

6 22 CC and ACH DEP

July 2022

Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00048 18410 Salish Court	\$1.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00026 22184 Iman Street NW	\$1.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00044 8204 185th Ave NW	\$5.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	NT 2022-00033 7030 Hillendale Road	\$5.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00057 19854 Nowthen Blvd	\$5.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00048 18410 Salish Court	\$5.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00060 6187 Viking Blvd	\$50.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00003 18540 Yakima Street	\$95.00
Cash Receipt Invoice	R 603-37321 Recycling Mattress	6/7/22 Recycling - 2 mattresses	\$50.00
Cash Receipt Invoice	R 100-34740 Facility Rental, Park	Deposit for Twin Lakes Beach Pavilion Nathan Hunter	\$50.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00032 5885 - 187th Ave NW	\$50.00
Cash Receipt Invoice	R 100-34740 Facility Rental, Park	Deposit for Twin Lake Greenberg Shelter - Deanna Law (LGI Homes)	\$50.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT - 00047 5045 229th Ave NW	\$95.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00003 18540 Yakima Street	\$1.00
Cash Receipt Invoice	R 603-37322 Recycling Electronics	6/21/22 Recycling - 1 TV	\$35.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00060 6187 Viking Blvd	\$1.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00068 6895 Hillendale Road	\$95.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00003 18540 Yakima Street	\$95.00
Cash Receipt Invoice	R 100-34740 Facility Rental, Park	Rental fee for Twin Lakes Park Greenberg Shelter - Deanna Law (LGI Homes)	\$26.72
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT - 00047 5045 229th Ave NW	\$1.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00032 5885 - 187th Ave NW	\$1.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00101 20617 Cleary Road	\$95.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00068 6895 Hillendale Road	\$5.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT - 00047 5045 229th Ave NW	\$5.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00101 20617 Cleary Road	\$1.00

CITY OF NOWTHEN

07/07/22 2:41 PM

Page 7

*Claim Register©

6 22 CC and ACH DEP

July 2022

Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00068	6895 Hillendale Road		\$1.00
Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	22NT-00067	4959 184th Ave		\$95.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	NT 2022-00101	20617 Cleary Road		\$5.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	22NT-00067	4959 184th Ave		\$1.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	22NT-00067	4959 184th Ave		\$5.00
Transaction Date	6/29/2022	Due 7/7/2022	Checking	10100	Total \$10,833.79

Claim Type CC

Claim# 351 MN MANAGMENT & BUDGET

Cash Receipt Invoice	R 100-35101 Court Fines	Anoka County Trial Court Fees/Fines		\$761.25
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Transaction Date	6/10/2022	Due 7/7/2022	Checking	10100	Total \$761.25
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Claim Type CC

Claim# 348 POWERS PREMIER CONTRACTIN

Cash Receipt Invoice	R 100-32210 Building Permits (Excludes sur	NT 2022-00029	19867 West Ford Brook Drive	\$95.00
Cash Receipt Invoice	R 100-32211 Building Permit Surcharge	NT 2022-00029	19867 West Ford Brook Drive	\$1.00
Cash Receipt Invoice	R 100-32213 Building Permit Investigate Fe	NT 2022-00029	19867 West Ford Brook Drive	\$5.00

Transaction Date	6/8/2022	Due 7/7/2022	Checking	10100	Total \$101.00
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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$651,645.24
Total	\$651,645.24

CITY OF NOWTHEN

07/07/22 3:02 PM

Page 1

***Claim Register©**

6.30.22 Interest

June 2022

Claim Type	CC				
Claim#	366 4M FUND				
Cash Receipt Invoice	R 100-36210 Interest Earning				\$1,062.87
Cash Receipt Invoice	R 100-36210 Interest Earning				\$1,045.65
Cash Receipt Invoice	R 320-36210 Interest Earning				\$189.59
Transaction Date	6/30/2022	Due 7/7/2022	Checking	10100	Total \$2,298.11

Claim Type	CC				
Claim#	365 Pine River State Bank				
Cash Receipt Invoice	R 100-36210 Interest Earning				\$13.00
Transaction Date	6/30/2022	Due 7/7/2022	Checking	10100	Total \$13.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$2,311.11
Total	\$2,311.11

CITY OF NOWTHEN

07/07/22 4:48 PM

Page 1

*Claim Register©

JULY AUTO PAY

June 2022

Claim Type

Claim#	2104045 Cardmember Service			
Cash Payment	E 100-45210-218 Operating Supplies; Gener	MTI - Lawn Mower Parts		\$27.05
	Invoice			
Cash Payment	E 410-41410-520 Capital Outlay: Buildings a	Building Improvements		\$0.00
	Invoice			
Cash Payment	E 603-43220-215 Operating Supplies: Shop	Tractor Supply		\$21.01
	Invoice			
Cash Payment	E 100-41420-433 Miscellaneous: Dues and S	Domain Registration for NOWTHENMN.NET		\$41.70
	Invoice			
Cash Payment	E 100-43110-404 Contractual Maintenance	RDO Equipment - Grader Plates		\$895.69
	Invoice			
Cash Payment	E 100-42210-240 Small Tools and Minor Equ	AED Superstore		\$701.67
	Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Amazon - Office Supplies		\$115.30
	Invoice			
Cash Payment	E 100-41420-322 Postage	Stamps.com Fee		\$17.99
	Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Cub - coffee for office		\$13.99
	Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Amazon - paper for copiers		\$195.04
	Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Amazon - office supplies		\$171.20
	Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Amazon - office supplies/Candy		\$54.99
	Invoice			
Cash Payment	E 100-41420-217 Computer, Office Equipme	Buy 101 - Laminator Machine		\$385.95
	Invoice			
Cash Payment	E 100-41420-322 Postage	Postage		\$64.66
	Invoice			
Cash Payment	E 100-42210-223 Supplies; Building	Finken Water - FD		\$10.71
	Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Finken Water - Office		\$41.95
	Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Amazon - office supplies		\$14.99
	Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Amazon - office supplies		\$27.14
	Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Amazon - office supplies		\$49.56
	Invoice			
Transaction Date	7/7/2022	Due 7/7/2022	Checking 10100	Total \$2,850.59

Claim Type

Claim#	2104042 CENTER POINT ENERGY			
Cash Payment	E 100-41710-383 Utility Services: Gas Utilitie	Firestation		\$293.34
	Invoice			
Cash Payment	E 100-41710-383 Utility Services: Gas Utilitie	City Hall		\$180.57
	Invoice			
Cash Payment	E 100-41710-383 Utility Services: Gas Utilitie	Maintenance Building/City Offices		\$460.37
	Invoice			
Transaction Date	7/7/2022	Due 7/7/2022	Checking 10100	Total \$934.28

CITY OF NOWTHEN

07/07/22 4:48 PM

Page 2

*Claim Register©

JULY AUTO PAY

June 2022

Claim Type

Claim#	2104039	Century Link				
Cash Payment	E 100-41710-321	Telephone	763-274-2312	639		\$637.72
		Invoice				
Cash Payment	E 100-42210-321	Telephone	763-441-2472	761		\$0.00
		Invoice				
Transaction Date	7/7/2022	Due 7/7/2022	Checking	10100	Total	\$637.72

Claim Type

Claim#	2104034	Connexus Energy				
Cash Payment	E 100-42210-381	Utility Services: Electric Uti Acct 303167	Fire Street Light			\$7.15
		Invoice				
Cash Payment	E 100-45210-381	Utility Services: Electric Uti Acct 178679	Twin Lakes			\$34.43
		Invoice				
Cash Payment	E 100-41710-381	Utility Services: Electric Uti Acct 179210	City Hall			\$87.10
		Invoice				
Cash Payment	E 100-42210-381	Utility Services: Electric Uti Acct 239560	Fire Hall			\$158.00
		Invoice				
Cash Payment	E 100-41710-381	Utility Services: Electric Uti Acct 240364	Salt Barn			\$20.77
		Invoice				
Cash Payment	E 603-43220-381	Utility Services: Electric Uti Acct 254434	Recycle Center			\$60.09
		Invoice				
Cash Payment	E 100-41710-381	Utility Services: Electric Uti Acct 294586	Shop & Office			\$312.66
		Invoice				
Cash Payment	E 100-42210-381	Utility Services: Electric Uti Acct 311409	Ice Rinks			\$13.50
		Invoice				
Transaction Date	6/9/2022	Due 6/9/2022	Checking	10100	Total	\$693.70

Claim Type

Claim#	2104040	DELTA DENTAL OF MINNESOTA				
Cash Payment	G 100-20240	Health Insurance	June Dental			\$249.70
		Invoice				
Transaction Date	7/7/2022	Due 7/7/2022	Checking	10100	Total	\$249.70

Claim Type

Claim#	2104043	FIRSTNET				
Cash Payment	E 100-42210-321	Telephone	Fire Dept Tablet			\$38.23
		Invoice				
Transaction Date	7/7/2022	Due 7/7/2022	Checking	10100	Total	\$38.23

Claim Type

Claim#	2104044	MISCELLANEOUS CUSTOMER				
Cash Payment	R 100-34740	Facility Rental, Park	Refund Rental - Event Cancelled - Doris Greenberg			\$53.44
		Invoice				
Transaction Date	7/7/2022	Due 7/7/2022	Checking	10100	Total	\$53.44

Claim Type

Claim#	2104046	MN PEIP				
Cash Payment	G 100-20240	Health Insurance				\$3,678.20
		Invoice				
Transaction Date	7/7/2022	Due 7/7/2022	Checking	10100	Total	\$3,678.20

CITY OF NOWTHEN

07/07/22 4:48 PM

Page 3

***Claim Register©**

JULY AUTO PAY

June 2022

Claim Type

Claim# 2104037 *Pine River State Bank*

Cash Payment E 100-41420-388 Fin.Charge, Late Fee, Ban June ACH Fee Invoice **\$7.00**

Transaction Date 7/7/2022 Due 7/7/2022 Checking 10100 **Total \$7.00**

Claim Type

Claim# 2104038 *WALTERS RECYCLING AND REFU*

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

Transaction Date 7/7/2022 Due 7/7/2022 Checking 10100 **Total \$557.47**

Claim Type

Claim# 2104041 *Wright-Hennepin Cooperative El*

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

Transaction Date 7/7/2022 Due 7/7/2022 Checking 10100 **Total \$80.35**

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$9,780.68
Total	\$9,780.68

CITY OF NOWTHEN

07/08/22 10:43 AM

Page 1

***Claim Register©**

Addl June

June 2022

Claim Type

Claim#	2104047	Century Link					
Cash Payment	E 100-41710-321	Telephone	763-274-2312	639			\$0.00
Invoice							
Cash Payment	E 100-42210-321	Telephone	763-441-2472	761			\$192.67
Invoice							
Transaction Date	6/10/2022	Due 7/8/2022	Checking	10100		Total	\$192.67

Claim Type

Claim#	2104048	Health Equity					
Cash Payment	E 100-41420-113	Health Savings Account	H S A	monthly fee			\$11.80
Invoice							
Transaction Date	6/10/2022	Due 7/8/2022	Checking	10100		Total	\$11.80

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$204.47
Total	\$204.47

CITY OF NOWTHEN

07/07/22 3:02 PM

Page 1

***Claim Register©**

6.30.22 Interest

June 2022

Claim Type	CC				
Claim#	366 4M FUND				\$1,062.87
Cash Receipt	R 100-36210 Interest Earning				
Invoice					\$1,045.65
Cash Receipt	R 100-36210 Interest Earning				
Invoice					\$189.59
Cash Receipt	R 320-36210 Interest Earning				
Invoice					\$2,298.11
Transaction Date	6/30/2022	Due 7/7/2022	Checking	10100	Total

Claim Type	CC				
Claim#	365 Pine River State Bank				\$13.00
Cash Receipt	R 100-36210 Interest Earning				
Invoice					\$13.00
Transaction Date	6/30/2022	Due 7/7/2022	Checking	10100	Total

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$2,311.11
Total	\$2,311.11

CITY OF NOWTHEN

06/09/22 2:54 PM

Page 1

***Claim Register©**

Correct Boot Invoice

June 2022

Claim Type

Claim# 2104036 *Chet's Shoes, Inc.*

Cash Payment E 603-43220-420 Uniforms Kelly's Boots - Recycling **\$140.00**

Invoice

Cash Payment E 100-43110-240 Small Tools and Minor Equ Joe and Eric's Boots - Public Works **\$280.00**

Invoice

Transaction Date 6/9/2022 Due 6/9/2022 Checking 10100 **Total \$420.00**

Pre-Written Checks \$0.00

Checks to be Generated by the Compute \$420.00

Total \$420.00

CITY OF NOWTHEN

07/12/22 11:00 AM

Page 1

***Claim Register©**

Balance of 2022 tax

July 2022

Claim Type	CC				
Claim#	367	<i>Anoka County Treasurer</i>			
Cash Receipt Invoice	R 100-31001	General Property Taxes	Certified Net City Levy		\$170,402.26
Cash Receipt Invoice	R 100-31001	General Property Taxes	Fiscal Disparity		\$87,989.06
Cash Receipt Invoice	R 100-31002	Delinquent Collections	Delinquent Collections		\$6,226.80
Cash Receipt Invoice	R 100-31002	Delinquent Collections	Delinquent FD Project 0		-\$536.09
Cash Receipt Invoice	R 100-31005	Penalties/Interest	Penalties and Interest		\$680.28
Cash Receipt Invoice	R 312-31001	General Property Taxes	Fire Engine Debt		\$9,122.10
Cash Receipt Invoice	R 312-31001	General Property Taxes	Fiscal Disparity		\$994.13
Cash Receipt Invoice	R 312-31002	Delinquent Collections	Delinquent Bond & Interest		\$165.08
Cash Receipt Invoice	R 315-31001	General Property Taxes	2019A Improvement		\$30,965.83
Cash Receipt Invoice	R 315-31001	General Property Taxes	Fiscal Disparity		\$3,374.67
Cash Receipt Invoice	R 315-31002	Delinquent Collections	Delinquent Bond and Interest		\$560.39
Cash Receipt Invoice	R 315-31953	Special Assessments	2019A Improvement #85440		\$23,307.56
Cash Receipt Invoice	R 315-31954	Delinquent Assessments	Delinquent Assessments		\$55.78
Cash Receipt Invoice	R 320-31953	Special Assessments	2020 Improvements #85565-66		\$14,526.18
Cash Receipt Invoice	R 320-31953	Special Assessments	2121 Improvements #85682 and #85690		\$15,697.88
Cash Receipt Invoice	R 415-31953	Special Assessments	Pinnaker Lake Road #85682		\$2,300.87
Cash Receipt Invoice	R 100-31954	Delinquent Assessments	Delinquent Calls/Citations		\$1,079.70
Transaction Date	7/12/2022	Due 7/12/2022	Checking	10100	Total \$366,912.48

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$366,912.48
Total	\$366,912.48

CITY OF NOWTHEN

07/12/22 11:45 AM

Page 1

***Claim Register©**

ARPA Money Received

July 2022

Claim Type	CC				
Claim#	368	MN STATE-MMB, ACH			
Cash Receipt Invoice	R 100-33431	Other State Grants/Aids	2022 Covid Relief Deposit		\$259,053.55
Transaction Date	7/1/2022	Due 7/12/2022	Checking	10100	Total \$259,053.55

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$259,053.55
Total	\$259,053.55

CITY OF NOWTHEN

07/12/22 11:50 AM

Page 1

*Claim Register©

Auto Pay July

July 2022

Claim Type							
Claim#	2104079	Cardmember Service					
Cash Payment	E 100-41420-201	Office Supplies		Office Supplies		\$289.21	
		Invoice				\$19.22	
Cash Payment	E 100-45202-218	Operating Supplies; Gener		Walmart		\$239.97	
		Invoice				\$225.00	
Cash Payment	E 100-42210-240	Small Tools and Minor Equ		Emergency Medical Products		\$225.00	
		Invoice				\$117.93	
Cash Payment	E 100-42210-310	Professional Services		Active911		\$10.71	
		Invoice				\$117.93	
Cash Payment	E 100-41420-322	Postage		Postage		\$10.71	
		Invoice				\$10.71	
Cash Payment	E 100-42210-215	Operating Supplies: Shop		Finken		\$10.71	
		Invoice				\$10.71	
Transaction Date	7/16/2022	Due 7/11/2022	Checking	10100	Total	\$902.04	
Claim Type							
Claim#	2104086	CENTER POINT ENERGY					
Cash Payment	E 100-41710-383	Utility Services: Gas Utilitie				\$242.83	
		Invoice 8000040065-7				\$242.83	
Transaction Date	7/18/2022	Due 7/11/2022	Checking	10100	Total	\$242.83	
Claim Type							
Claim#	2104097	Century Link					
Cash Payment	E 100-41710-321	Telephone		763-274-2312 639		\$636.52	
		Invoice				\$192.67	
Cash Payment	E 100-42210-321	Telephone		763-441-2472 761		\$192.67	
		Invoice				\$192.67	
Transaction Date	7/11/2022	Due 7/11/2022	Checking	10100	Total	\$829.19	
Claim Type							
Claim#	2104082	Connexus Energy					
Cash Payment	E 603-43220-381	Utility Services: Electric Uti		Acct 303167 Recycle Street Light		\$0.00	
		Invoice				\$7.20	
Cash Payment	E 100-42210-381	Utility Services: Electric Uti		Acct 303167 Fire Street Light		\$7.20	
		Invoice				\$50.67	
Cash Payment	E 100-45210-381	Utility Services: Electric Uti		Acct 178679 Twin Lakes		\$50.67	
		Invoice				\$123.94	
Cash Payment	E 100-41710-381	Utility Services: Electric Uti		Acct 179210 City Hall		\$123.94	
		Invoice				\$177.15	
Cash Payment	E 100-42210-381	Utility Services: Electric Uti		Acct 239560 Fire Hall		\$177.15	
		Invoice				\$21.10	
Cash Payment	E 100-41710-381	Utility Services: Electric Uti		Acct 240364 Salt Barn		\$21.10	
		Invoice				\$57.63	
Cash Payment	E 603-43220-381	Utility Services: Electric Uti		Acct 254434 Recycle Center		\$57.63	
		Invoice				\$436.67	
Cash Payment	E 100-41710-381	Utility Services: Electric Uti		Acct 294586 Shop & Office		\$436.67	
		Invoice				\$13.50	
Cash Payment	E 100-42210-381	Utility Services: Electric Uti		Acct 311409 Ice Rinks		\$13.50	
		Invoice				\$13.50	
Transaction Date	7/18/2022	Due 7/11/2022	Checking	10100	Total	\$887.86	

CITY OF NOWTHEN

07/12/22 11:50 AM

Page 2

*Claim Register©

Auto Pay July

July 2022

Claim Type

Claim# 2104087 DELTA DENTAL OF MINNESOTA
 Cash Payment G 100-20240 Health Insurance July 2022 \$141.22
 Invoice CNS0000995340
 Transaction Date 7/5/2022 Due 7/11/2022 Checking 10100 Total \$141.22

Claim Type

Claim# 2104081 FIRSTNET
 Cash Payment E 100-42210-321 Telephone \$38.23
 Invoice 287306169645X01
 Transaction Date 7/18/2022 Due 7/11/2022 Checking 10100 Total \$38.23

Claim Type

Claim# 2104080 WEX Fleet Card
 Cash Payment E 100-42210-212 Fuel Fire Admin Fuel \$432.55
 Invoice
 Cash Payment E 100-43110-212 Fuel Public Works Fuel \$197.00
 Invoice
 Cash Payment E 100-45210-212 Fuel Parks Fuel \$97.00
 Invoice
 Cash Payment E 100-42210-212 Fuel Fire Admin Fuel \$538.12
 Invoice
 Cash Payment E 100-45210-212 Fuel Parks Fuel \$291.84
 Invoice
 Transaction Date 7/16/2022 Due 7/11/2022 Checking 10100 Total \$1,556.51

Claim Type

Claim# 2104083 Wright-Hennepin Cooperative El
 Cash Payment E 100-41710-321 Telephone Security Acct #150-1681-6611 \$80.35
 Invoice
 Transaction Date 7/18/2022 Due 7/11/2022 Checking 10100 Total \$80.35

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$4,678.23
Total	\$4,678.23

CITY OF NOWTHEN

07/12/22 12:35 PM

Page 1

*Claim Register©

July 19 CHECKS

July 2022

Claim Type

Claim# 2104064 ADAMS PEST CONTROL \$110.00

Cash Payment E 100-42210-310 Professional Services

Invoice 3493185

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$110.00

Claim Type

Claim# 2104098 ANOKA COUNTY UNION HERALD \$66.35

Cash Payment E 100-41710-433 Miscellaneous: Dues and S Account Number: ACU-190420

Invoice

Transaction Date 7/12/2022 Due 7/12/2022 Checking 10100 Total \$66.35

Claim Type

Claim# 2104075 ARVIG ENTERPRISES \$1,880.58

Cash Payment E 100-41710-323 Communications - Internet

Invoice June Billing

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$1,880.58

Claim Type

Claim# 2104060 Bank of Elk River \$243.00

Cash Payment E 312-47312-611 Debt Service: Bond Interes Bond Interest Payment

Invoice

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$243.00

Claim Type

Claim# 2104049 Banyon Data Systems, Inc \$1,975.00

Cash Payment E 100-41550-302 Prof Services; Accounting Annual Support Invoice

Invoice 00162997

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$1,975.00

Claim Type

Claim# 2104100 Beaudry Oil & Services, Inc. \$7,301.99

Cash Payment E 100-43110-212 Fuel Diesel Fuel

Invoice 2088143

Transaction Date 7/12/2022 Due 7/12/2022 Checking 10100 Total \$7,301.99

Claim Type

Claim# 2104056 Boyer Ford Trucks \$1,360.43

Cash Payment E 100-43110-221 Equipment Supplies for Ma

Invoice 003P23061

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$1,360.43

Claim Type

Claim# 2104071 BRYAN RHODE \$160.00

Cash Payment E 100-45202-404 Contractual Maintenance 8966 223rd Ave NW - Beaver Removal

Invoice 7

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$160.00

Claim Type

Claim# 2104061 Central Hydraulics, Inc. \$55.74

Cash Payment E 100-43110-221 Equipment Supplies for Ma

Invoice 76044

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$55.74

CITY OF NOWTHEN

07/12/22 12:35 PM

Page 2

*Claim Register©

July 19 CHECKS

July 2022

Claim Type

Claim# 2104091 <i>CLAREYS SAFETY EQUIPMENT</i>						
Cash Payment E 701-47701-580 Capital Outlay: Other Equi						\$30,462.92
Invoice 20570						
Transaction Date	7/11/2022	Due 7/11/2022	Checking	10100	Total	\$30,462.92

Claim Type

Claim# 2104050 <i>Couri & Ruppe, P.L.L.P.</i>						
Cash Payment E 100-41610-316 Civil Attorney Carr's Tree Service						\$215.00
Invoice						
Cash Payment E 100-41610-316 Civil Attorney Ebony & Garnet Street						\$715.89
Invoice						
Cash Payment E 100-41610-316 Civil Attorney General						\$1,757.50
Invoice						
Cash Payment E 100-41610-316 Civil Attorney Toft 2nd Addition						\$53.75
Invoice						
Cash Payment E 100-41610-316 Civil Attorney Weichelt Zoning Violation						\$92.50
Invoice						
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$2,834.64

Claim Type

Claim# 2104059 <i>DAVE PERKINS CONTRACTING IN</i>						
Cash Payment E 100-43110-405 Contractual - Streets Repai Varolite Street Soil Correction						\$19,947.00
Invoice 28093						
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$19,947.00

Claim Type

Claim# 2104058 <i>DIAMOND MOWERS</i>						
Cash Payment E 100-43110-221 Equipment Supplies for Ma Lawnmower Blades						\$395.21
Invoice 0220731-In						
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$395.21

Claim Type

Claim# 2104074 <i>ECM Publishers, Inc.</i>						
Cash Payment E 100-41710-352 Printing; General Anoka Area Chamber Map						\$330.00
Invoice 900190						
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$330.00

Claim Type

Claim# 2104057 <i>EHLERS</i>						
Cash Payment E 100-41420-310 Professional Services Billing Thru May 31, 2022						\$662.50
Invoice						
Cash Payment E 320-47320-620 Debt Service: Fiscal Agent Paying Agent Fee						\$475.00
Invoice 73489						
Cash Payment E 320-47320-611 Debt Service: Bond Interes Interest on 2021A Bond						\$37,950.50
Invoice 72640						
Cash Payment E 315-47315-611 Debt Service: Bond Interes Interst of 2019A Bond						\$14,625.00
Invoice 72639						
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$53,713.00

Claim Type

Claim# 2104065 <i>FIRE CATT, LLC</i>						
Cash Payment E 100-42210-404 Contractual Maintenance Fire Hose Testing						\$1,295.00
Invoice 10927						

CITY OF NOWTHEN

*Claim Register©

July 19 CHECKS

July 2022

Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$1,295.00
Claim Type						
Claim#	2104063 Fire Safety USA, Inc.					
Cash Payment	E 100-42210-240 Small Tools and Minor Equ Invoice 160734					\$319.80
Cash Payment	E 100-42210-221 Equipment Supplies for Ma ISO Pump Test Invoice 161099					\$352.50
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$672.30
Claim Type						
Claim#	2104051 Hakanson Anderson Associates,					
Cash Payment	E 100-41910-303 Prof Services; Engineering NT247 Breyen's Bend Invoice 48615					\$84.75
Cash Payment	E 100-41910-303 Prof Services; Engineering NT248 Toft 1st Addition Invoice 48616					\$735.78
Cash Payment	E 100-41910-303 Prof Services; Engineering NT251 Woodhaven Invoice 48618					\$56.50
Cash Payment	E 100-41910-303 Prof Services; Engineering 19370 Marmoset Street Invoice 48617					\$460.53
Cash Payment	E 100-41910-303 Prof Services; Engineering 8033 181st Ave - Building Permit Review Invoice 48617					\$113.00
Cash Payment	E 100-41910-303 Prof Services; Engineering NT328 Ebony and Garnet Street Invoice 48619					\$734.50
Cash Payment	E 100-41910-303 Prof Services; Engineering NT329 Rogers Lake Area Improvement Project Invoice 48620					\$982.83
Cash Payment	E 100-41910-303 Prof Services; Engineering NT330 2022 Microsurfacing Project Invoice 48621					\$3,173.50
Cash Payment	E 100-41910-303 Prof Services; Engineering NT405 2022 SWPPP for the City of Nowthen 2022 Invoice 48622					\$835.11
Cash Payment	E 100-41910-303 Prof Services; Engineering NT901-2022 General Engineering for the City of Nowthen 2022 Invoice 48623					\$1,615.03
Cash Payment	E 100-41910-303 Prof Services; Engineering NT905-2022 Misc Road Projects for the City of Nowthen 2022 Invoice 48623					\$169.50
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$8,961.03
Claim Type						
Claim#	2104053 Martie's Farm Service, Inc.					
Cash Payment	E 100-43110-215 Operating Supplies: Shop Barn Lime Invoice 220026					\$10.20
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$10.20
Claim Type						
Claim#	2104099 Menards					
Cash Payment	E 100-42210-215 Operating Supplies: Shop Fire Dept Supplies Invoice 55123					\$153.27
Cash Payment	E 100-43110-215 Operating Supplies: Shop Public Works Supplies Invoice 54575					\$199.75
Cash Payment	E 603-43220-215 Operating Supplies: Shop Recycle Center Supplies Invoice 52788					\$11.96

CITY OF NOWTHEN

07/12/22 12:35 PM

Page 4

*Claim Register©

July 19 CHECKS

July 2022

Cash Payment	E 100-45202-215 Operating Supplies: Shop	Parks Supplies				\$47.37
	Invoice					
Cash Payment	E 100-45202-240 Small Tools and Minor Equ	Parks Supplies				\$70.32
	Invoice 55903					
Cash Payment	E 100-43110-215 Operating Supplies: Shop	Public Works Supplies				\$11.96
	Invoice 55338					
Cash Payment	E 100-45202-221 Equipment Supplies for Ma	Parks Supplies				\$90.54
	Invoice 55338					
Cash Payment	E 100-43110-215 Operating Supplies: Shop	Public Works Supplies				\$36.97
	Invoice 54196					
Cash Payment	E 100-43110-215 Operating Supplies: Shop	Public Works Supplies				\$57.92
	Invoice 52788					
Transaction Date	7/12/2022	Due 7/12/2022	Checking	10100	Total	\$680.06

Claim Type

Claim#	2104052	METRO SALES, INC.				
Cash Payment	E 100-41420-201 Office Supplies	Copies Contract				\$1,050.22
	Invoice 2079886					
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$1,050.22

Claim Type

Claim#	2104094	MN FIRE SERVICE CERTIFICATION				
Cash Payment	E 100-42210-435 Training	Ginger Warren				\$410.00
	Invoice 10351					
Transaction Date	7/11/2022	Due 7/11/2022	Checking	10100	Total	\$410.00

Claim Type

Claim#	2104089	MNSPECT LLC				
Cash Payment	E 100-42410-310 Professional Services	Commercial Inspection / Permit Fee				\$1,318.88
	Invoice 9029					
Cash Payment	E 100-42410-310 Professional Services	Commercial Plan Review				\$857.27
	Invoice 9029					
Cash Payment	E 100-42410-310 Professional Services	Residential Building Permits				\$7,602.69
	Invoice 9029					
Cash Payment	E 100-42410-310 Professional Services	Residential Code Reviews				\$3,917.62
	Invoice 9029					
Cash Payment	E 100-42410-310 Professional Services	Residential Mechanical Permit Fee				\$440.63
	Invoice 9029					
Cash Payment	E 100-42410-310 Professional Services	License Look up Fee				\$140.00
	Invoice 9029					
Cash Payment	E 100-42410-310 Professional Services	Septic - SSTS				\$1,500.00
	Invoice 9029					
Cash Payment	E 100-42410-310 Professional Services	Special Investigation Fees				\$373.99
	Invoice 9029					
Cash Payment	E 100-42410-310 Professional Services	Residential Plumbing Permit Fee				\$162.50
	Invoice 9029					
Transaction Date	7/11/2022	Due 7/11/2022	Checking	10100	Total	\$16,313.58

Claim Type

Claim#	2104077	NAPA Auto Parts				
Cash Payment	E 100-45202-221 Equipment Supplies for Ma					\$42.73
	Invoice 163748					

CITY OF NOWTHEN

07/12/22 12:35 PM

Page 5

*Claim Register©

July 19 CHECKS

July 2022

Cash Payment	E 100-45202-221 Equipment Supplies for Ma					\$51.24
	Invoice 164530					
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$93.97
Claim Type						
Claim#	2104070 NIH HOMES LLC					
Cash Payment	R 100-34109 Planner Zoning Review Escrow 5505 192nd Circle- Refund Landscaping Escrow					\$2,000.00
	Invoice					
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$2,000.00
Claim Type						
Claim#	2104068 North Valley Inc.					
Cash Payment	E 414-43121-403 Repairs and Maintenance - Ebony and Garnet Repairs					\$20,428.70
	Invoice					
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$20,428.70
Claim Type						
Claim#	2104072 Northern Salt Incorporated					
Cash Payment	E 100-43110-440 Gravel, Rock, Etc. Calcium Chloride					\$44,422.98
	Invoice 25633					
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$44,422.98
Claim Type						
Claim#	2104088 Nowthen Garage					
Cash Payment	E 100-45202-221 Equipment Supplies for Ma Tire Repair - Lawnmower					\$33.80
	Invoice					
Cash Payment	E 100-42210-221 Equipment Supplies for Ma Repair Tires					\$70.00
	Invoice 28920					
Transaction Date	7/11/2022	Due 7/11/2022	Checking	10100	Total	\$103.80
Claim Type						
Claim#	2104066 Nowthen Plumbing					
Cash Payment	E 100-45202-404 Contractrual Maintenance Twin Lakes Park Drain Cleaning					\$165.00
	Invoice 2022-5394					
Cash Payment	E 100-45202-404 Contractrual Maintenance Lion's Park Building - Pull and reset Men's toliet					\$225.00
	Invoice 2022-5383					
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$390.00
Claim Type						
Claim#	2104067 PILON, JEFF					
Cash Payment	E 100-41110-439 Mileage/Travel Reimbursement Hotel and Mileage for LMC Annual Conference					\$804.98
	Invoice					
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$804.98
Claim Type						
Claim#	2104076 Plaisted Companies Inc.					
Cash Payment	E 100-43110-440 Gravel, Rock, Etc. Class 5 Gravel					\$9,183.72
	Invoice					
Cash Payment	E 414-43110-441 Hauling Road Improvements					\$0.00
	Invoice					
Transaction Date	7/8/2022	Due 7/8/2022	Checking	10100	Total	\$9,183.72
Claim Type						
Claim#	2104069 RBs Computer Service					

CITY OF NOWTHEN

07/12/22 12:35 PM

Page 6

*Claim Register©

July 19 CHECKS

July 2022

Cash Payment E 100-41420-310 Professional Services In addition to monthly fees \$654.00
 Invoice 40249

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$654.00

Claim Type

Claim# 2104073 RTY Consulting

Cash Payment E 100-41550-302 Prof Services; Accounting June Services \$2,188.75
 Invoice 039

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$2,188.75

Claim Type

Claim# 2104055 Sewer Works

Cash Payment E 100-45202-404 Contractual Maintenance Tanks Pumped \$865.00
 Invoice

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$865.00

Claim Type

Claim# 2104090 The Planning Company LLC

Cash Payment E 100-41810-310 Professional Services Comm/Indust Architectural Stds \$990.00
 Invoice 7816

Cash Payment E 100-41810-310 Professional Services Dryden Subdivision and CUP \$429.00
 Invoice 7817

Cash Payment E 100-41810-310 Professional Services Dryden Amend CUP \$455.00
 Invoice 7818

Cash Payment E 100-41810-310 Professional Services MarBuc Plat Marmoset Street \$845.00
 Invoice 7819

Cash Payment E 100-41810-310 Professional Services 19934 Birchwood Lane Variance \$338.00
 Invoice 7820

Cash Payment E 100-41810-310 Professional Services Toft 2nd Addition \$130.00
 Invoice 7821

Cash Payment E 100-41810-310 Professional Services General Zoning Admin 122.03 \$217.80
 Invoice 7822

Cash Payment E 100-41810-310 Professional Services Attend City Council Meeting 5/12/22 \$250.00
 Invoice 7823

Cash Payment E 100-41810-310 Professional Services Code Enforcement - 19611 W. Ford Brook \$66.00
 Invoice 7824

Transaction Date 7/11/2022 Due 7/11/2022 Checking 10100 Total \$3,720.80

Claim Type

Claim# 2104062 The Retrofit Companies Inc.

Cash Payment E 603-43220-441 Hauling Bulb Recycling \$479.62
 Invoice 0116439

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$479.62

Claim Type

Claim# 2104054 US Bank Equipment Finance

Cash Payment E 100-41420-415 Rentals; Other Equipment Ricoh Lease - Equip ID 127157 \$311.00
 Invoice 475232534

Transaction Date 7/8/2022 Due 7/8/2022 Checking 10100 Total \$311.00

CITY OF NOWTHEN

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July 19 CHECKS

July 2022

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	<u>\$235,875.57</u>
Total	\$235,875.57



REQUEST FOR COUNCIL ACTION

Agenda Item: 2C	Department: Administration	Requested Council Meeting Date: July 19, 2022	Submitted By: Interim City Administrator
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TITLE OF ISSUE: APPROVAL OF PROJECT, TIMELINE AND REQUEST FOR PROPOSALS (RFP) FOR CITY AUDITS FOR THE PERIOD 2022, 2023, AND 2024

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Minnesota Statutes require cities like Nowthen to be audited annually. Mike Pofahl has audited the city for years but is retiring.

The staff would like to solicit audit proposals for three years: 2022, 2023, and 2024

Specifications were prepared by the previous staff and have been reviewed and updated by Lori Yager. The specifications used last year and did yield proposals from two firms. The specifications (attached) include a timeline which would provide for city council award of proposal at their October 13, 2022 meeting.

Last year there was confusion about the word compilation and its meaning in this context. The new specifications address the questions which were raised.

SOURCE OF FUNDING: General Fund 100-41510-302, Professional Services: Audit \$9600.00. Last year's proposal was \$15,000 to \$17,000 and so the 2023 city budget will have to be amended accordingly.

REQUESTED COUNCIL ACTION: Motion and Second as part of the consent agenda to approve the RFP, authorize solicitation proposals, and award the contract to the successful proposer on October 13, 2022.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map

Other:

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

July 15, 2022

TABLE OF CONTENTS

I. INTRODUCTION

- A. General Information
- B. Term of Engagement
- C. Subcontracting

II. NATURE OF SERVICES REQUIRED

- A. General
- B. Scope of Work to be Performed
- C. Auditing Standards to be Followed
- D. Reports to be Issued
- E. Reporting to the Council
- F. Special Considerations
- G. Working Paper Retention and Access to Working Papers

III. DESCRIPTION OF THE GOVERNMENT

- A. Name and Telephone Number of Contact Person
- B. Background Information
- C. Budgetary Basis of Accounting
- D. Federal and State Financial Assistance
- E. Pension Plans
- F. Magnitude of Finance Operations

IV. TIME REQUIREMENTS

- A. Proposal Calendar
- B. Notification and Contract Dates
- C. Schedule for the 2021 Fiscal Year Audit
 - 1. Interim Work
 - 2. Detailed Audit Plan and Programs
 - 3. Fieldwork
 - 4. Draft Reports
- D. Date Final Report is Due

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR

- A. City Administrator, Finance Deputy Clerk, Consultant
- B. Work Area, Telephone, Photocopying, Wi-Fi and FAX Machines

VI. PROPOSAL REQUIREMENTS

A. General Requirements

- 1. Submission of Notification of Interest
- 2. Inquiries
- 3. Submission of Proposals

B. Proposal

- 1. General Requirements
- 2. Independence
- 3. License to Practice in Minnesota
- 4. Firm Qualifications and Experience
- 5. Partner, Supervisory and Staff Qualifications and Experience
- 6. Similar Engagements with Other Government Entities
- 7. Specific Audit Approach
- 8. Identification of Anticipated Potential Audit Problems

C. Dollar Cost Bid

- 1. Total All-Inclusive Maximum Price
- 2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each
- 3. Out-of-pocket Expenses in the Total All-inclusive Maximum Price and Reimbursement Rates
- 4. Rates for Additional Professional Services
- 5. Manner of Payment

VII. EVALUATION PROCEDURES

A. Evaluation Criteria

- 1. Mandatory Elements
- 2. Technical Qualifications
- 3. Price

B. Oral Presentations

C. Final Selection

- D. Right to Reject Proposals
- E. Current Audit & Accounting Service Hours

ATTACHMENTS

- A. Proposer Warranties
- B. Schedule of Proposed Fees for City of Nowthen Audit
- C. Schedule of Proposed Fees for City of Nowthen Compilation
- D. Schedule of Current Audit & Accounting Service Hours

I. INTRODUCTION

A. General Information

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

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

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

Proposals submitted may be evaluated by City Staff and City Council

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

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

It is anticipated that the selection of a firm will be completed by October 11, 2022. Following the notification of the selected firm, it is expected a Letter of Engagement will be executed by November 10, 2022.

B. Term of Engagement

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

C. Subcontracting

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

II. NATURE OF SERVICES REQUIRED

A. General

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

B. Scope of Work to be Performed

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

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

C. Auditing Standards to Be Followed

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

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

D. Reports to be Issued

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

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

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

The reports on compliance shall include all instances of noncompliance.

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

The City Council.

E. Reporting to those charged with governance

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

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

F. Special Considerations

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

G. Working Paper Retention and Access to Working Papers

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

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

III. DESCRIPTION OF THE GOVERNMENT

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

B. Background Information:

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

C. Budgetary Basis of Accounting

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

D. Federal and State Financial Assistance

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

F. Magnitude of Finance Operations

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

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

IV. TIME REQUIREMENTS

A. Proposal Calendar:

Request for proposal issued	July 15, 2022
Due date for proposals	September 2, 2022, 4:00 p.m.
Interview Final Choices	September 6-14, 2022
City Council Approval	Tuesday, October 11, 2022

B. Notification and Contract Dates:

Selected firm notified	October 14, 2022
Engagement Letter executed	November 1, 2022

C. Schedule for Audits

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

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

D. Date Final Report is Due

E.

The City or Auditor shall prepare draft financial statements, notes and required supplementary schedules by the middle of May. The auditor shall provide all recommendations, revisions, and suggestions for improvement to the City by the end of May.

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

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

A. Administration Department

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

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

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

C. Report Preparation

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

VI. PROPOSAL REQUIREMENTS

A. General Requirements

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

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

3. Submission of Proposals: The following material is required to be received by September 2, 2022 for a proposing firm to be considered:
 - a. A master copy (so marked) of a Technical Proposal and two copies to include the following:
 - i. Title Page: Title page showing the request for proposals subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.
 - ii. Table of Contents
 - iii. Transmittal Letter: A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 60 days.
 - iv. Detailed Proposal: The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
 - b. Proposers should send the completed proposal to the following address or email address: Natalie@nowthenmn.net

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

B. Proposal

1. General Requirements

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

The Proposal should address all the points outlined in the request for proposals.

The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items No. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

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

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

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

3. License to Practice in Minnesota

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

4. Firm Qualifications and Experience

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

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

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

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

5. Partner, Supervisory and Staff Qualifications, and Experience

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

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

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

6. Similar Engagements with Other Government Entities

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

7. Specific Audit Approach

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

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

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement

8. Identification of Anticipated Potential Audit Problems

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

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

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

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

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

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

4. Rates for Additional Professional Services

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

5. Manner of Payment

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

VII. EVALUATION PROCEDURES

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

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

1. Mandatory Elements
 - a. The audit firm is independent and licensed to practice in Minnesota.
 - b. The firm has no conflict of interest with regard to any other work performed by the firm for the City
 - c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
 - d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work
2. Technical Qualifications
 - a. Expertise and Experience
 1. The firm's past experience and performance on comparable government engagements
 2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation
 - b. Audit Approach
 1. Adequacy of a proposed staffing plan for various segments of the engagement
 2. Adequacy of sampling techniques
 3. Adequacy of analytical procedures
 4. Price: Please complete Attachment B

C. Oral Presentations

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

D. Final Selection

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

E. Right to Reject Proposals

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

F. Current Audit and Accounting Service Hours

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

ATTACHMENT A

PROPOSER WARRANTIES

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

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

ATTACHMENT B

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

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

ATTACHMENT C

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

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

ATTACHMENT D

2019 Audit

Audit	\$8,749
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2020 Audit

Audit	\$9,650
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2021 Audit

Audit	\$8,950
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Audit Hours - Should include basic audit and fieldwork procedures.



REQUEST FOR COUNCIL ACTION

Agenda Item: 2D	Department: Planning/Engineering	Requested Council Meeting Date: July 19, 2022	Submitted By: Liz Stockman/Shane Nelson
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TITLE OF ISSUE:
APPROVAL OF GRADING AND STORM WATER MAINTENANCE AGREEMENT FOR 19477 ST. FRANCIS BOULEVARD.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The City Council approved Interim Use Permits and Variances on March 9, 2021, to allow Carr's Tree Service to create a gravel parking area for trucks and equipment as well as to store logs/brush on this 5-acre site. A condition of approval required completion of a Grading and Drainage Plan to be reviewed and approved by the City Engineer given the creation of +/- one acre of impervious surface area. The City Code requires creation of storm ponds, erosion control and protection of wetland buffers.

Engineer Nelson has reviewed and approved the Grading and Drainage Plan and Attorney Ruppe has drafted the legal documents for your review and approval. The ponds are on private property and the Storm Water Maintenance Agreement requires all current and future property owners to maintain the ponds as specified. Carr's Tree Service will be submitting \$20,000 security with the Grading Agreement.

SOURCE OF FUNDING:

NA

REQUESTED COUNCIL ACTION:

- 1) Motion to approve the Grading Agreement and \$20,000 security recommended by Engineer Nelson.
- 2) Motion to approve the Storm Water Maintenance Agreement.
- 3) Authorize the Mayor to execute the agreements on behalf of the city.

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:	Aye	Nay					
	_____	_____	Alders				
	_____	_____	Blake				
	_____	_____	Greenberg				
	_____	_____	Pilon				
	_____	_____	Rainville				

SUPPORTED DOCUMENTS ATTACHED				
Resolution	Ordinance	Contract	Minutes	Plan Map
Other (specify) <u>Grading Agreement</u>				
<u>Storm Water Maintenance Agreement</u>				

Administration Department Use:

X	

Consent

Regular

Refer to: _____

Tabled Until: _____

Other: _____

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

GRADING AGREEMENT AND PERMIT

THIS AGREEMENT, entered into this _____ day of _____ 2022 by and between the City of Nowthen, a Minnesota municipal corporation, the “City” and Carr’s Tree Service, Inc., a Minnesota corporation, the “Developer”.

1. **REQUEST FOR GRADING APPROVAL.** Developer owns certain real property located in Anoka County, Minnesota, as legally described on attached Exhibit A, the “Property”. Developer has asked the City to allow the grading for the Property.
2. **CONDITIONS OF APPROVAL.** The City hereby approves the Developer’s Grading Permit on the condition that the Developer enter into this Agreement, abide by its terms, and furnish the security required by it
3. **GRADING PLANS.** The Property shall be graded in accordance with the Civil & Survey Plans (“Approved Plans”) as prepared by Bogart Pederson & Associates dated _____ 2022 on file with the City and the requirements contained in the City’s “Erosion & Sediment Control” and “Post Construction Stormwater Management” sections of the City Code which is incorporated by reference into the Approved Plans. If the Approved Plans conflict with the City Code, the more restrictive shall control unless otherwise directed in writing by the City Engineer. The Developer agrees to maintain existing drainage patterns and will construct temporary drainage swales and other measures as necessary to maintain the existing drainage patterns until such time that culverts and/or storm sewer is installed. The Developer acknowledges that the Approved Plans have not been approved by the City and expressly agrees that all work performed pursuant to the terms of this Agreement shall be at the Developer’s sole risk and expense.

4. **WETLAND IMPACTS.** Notwithstanding the above, no impacts to wetlands on the site shall be made.
5. **PRE-CONSTRUCTION CONFERENCE.** The Developer shall notify the City Engineer in writing 48 hours before any work commences.
6. **TIME OF PERFORMANCE.** The Developer shall complete all work according to the Approved Plans by December 1, 2022. The Developer may, however, request an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases (if any) and the extended completion date.
7. **EROSION CONTROL.** Developer shall implement all erosion control measures detailed on the Approved Plans and as required by the City Engineer. Developer shall also implement any additional erosion control measures required by the City Engineer or the County and shall abide by all erosion control requirements contained in the City's Code and any other statutes, ordinances or rules relevant to wetlands and stormwater planning and construction. All areas disturbed by the excavation and backfilling operations shall be reseeded forthwith after the completion of the work in that area. Except as otherwise provided in the Approved Plans, seed shall be rye grass or other fast-growing seed suitable to the existing soil to provide a temporary ground cover as rapidly as possible. All seeded areas shall be mulched and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the Approved Plans and/or the requirements of the City Engineer, the City may take such action as it deems appropriate to control erosion, and the Developer hereby grants the City permission to enter upon the land and take such necessary erosion control actions pursuant to Section 15 of this Agreement.
8. **NPDES PERMIT.** Developer shall provide proof to the City that it has obtained any required NPDES and any other permits applicable to the work being performed under this Agreement.
 - A. Before any grading is started on any site, all erosion control measures as shown on the Approved Plans shall be strictly complied with as set forth in the plans as well as all requirements of the NPDES permit and any other permit requirements issued by the City, County, State or Federal government. Developer shall also install all erosion control measures deemed necessary by the City Engineer should the erosion control plan prove inadequate in any respect.
 - B. The Developer shall be responsible for maintaining all erosion and sediment control measures in accordance with all City, County, and State regulations.
 - C. Developer shall comply with all requirements for drainage into any county ditch or other ditch through which water from the property may drain and shall make any

necessary improvements or go through any necessary procedures to ensure compliance with any Federal, State, County or City requirements, all at Developer's expense. In addition, Developer shall fully comply with all reasonable recommendations made by the City Engineer relative to drainage improvements.

- D. Developer shall not damage or interfere with the use of, or otherwise diminish the functionality of any existing field tiles without the written permission of the City Engineer. Any damage to existing field tile shall be repaired or replaced or rerouted at the sole expense of Developer.
 - E. Developer shall not modify the grade of the St. Francis Boulevard NW right-of-way without the prior written approval of the Minnesota Department of Transportation (MnDOT).
9. **“AS BUILT” GRADING, DRAINAGE AND EROSION CONTROL PLAN.** Within thirty (30) days after completion of the work performed under this Agreement and before the City releases the security, the Developer shall provide the City with an "as built" Grading, Drainage and Erosion Control Plans, unless the City Engineer waives this requirement in writing.
10. **CLEAN UP.** The Developer, at its sole expense, shall promptly clean dirt and debris from adjacent streets that has resulted from construction work performed by the Developer, its agents or assigns.
11. **SECURITY REQUIREMENT.**
- A. **Security Requirement.** Prior to the City Council's execution of this Agreement, the Developer will provide the City with a cash escrow (or other surety as approved by the City Attorney) as security that the obligations of the Developer to the City under this Agreement shall be performed. Said cash escrow or surety shall be in the amount of \$20,000.00 as determined by the City Engineer.
 - B. **Drawing on the Security.** The City may draw on the cash escrow or surety after a default by Developer hereunder. The City may use such drawn upon funds to complete work not performed by Developer as required in this Agreement, to reimburse itself for costs incurred in the drafting, execution, administration or enforcement of this Agreement, to repair or correct deficiencies or other problems which occur as a result of the work performed pursuant to the terms of this Agreement.
 - C. **Deficient Security.** In the event that any cash escrow or other surety referred to herein is ever utilized and found to be deficient in amount to pay or reimburse the City in total as required herein, the Developer agrees that upon being billed by the City that the Developer will pay within thirty (30) days of the mailing of said billing, the said deficient amount. If there should be an overage in the amount of utilized

security, the City will, upon making said determination, refund to the Developer any monies which the City has in its possession which are in excess of the actual costs of the project as paid by the City.

- D. **Special Assessment/Certification.** Developer hereby agrees to allow the City to specially assess and/or certify to Developer's property any and all costs incurred by the City in enforcing any of the terms of this Agreement should Developer's cash escrow or surety prove insufficient or should Developer fail to maintain said cash escrow or surety in the amount required above within 30 days of mailing of written request by the City. Should the City assess Developer's property for said costs, Developer agrees not to contest or appeal such assessment and waives all statutory rights of appeal under Minnesota Statutes.
- E. **Bankruptcy.** In the event the Developer files bankruptcy or in the event a bankruptcy proceeding is filed against Developer by others and is not dismissed within 60 days, or in the event a court appoints a receiver for the Developer, the City may draw on the cash escrow or surety in its full amount to secure its surety position. The City shall then release the remainder of said cash escrow or surety to the bankruptcy court or receiver in the same manner that it would be required to release the cash escrow under the terms of this Agreement.
- F. **Surety Release.** Periodically, as payments are made by the Developer for the completion of portions of the work performed under the terms of this Agreement and when it is reasonably prudent, the Developer may request of the City that the surety be proportionately reduced for that portion of the grading and other requirements under this Agreement which have been fully completed and payment made, therefore.

The Developer may request of the City a reduction or release of any surety as follows:

1. When all or a portion of the grading and other improvements required under the Agreement have been installed, the cash escrow or surety may be reduced by the dollar amount attributable to that portion of grading improvements so installed at such time as the City Engineer has certified to the City that the construction/installation of the grading improvements have been completed and performed according to the Approved Plans.
 3. As to all requests brought under this subparagraph F, the City shall have sole discretion whether to reduce or not to reduce said cash escrow or surety.
- G. The costs incurred by the City in processing any reduction request shall be billed to the Developer and paid to the City within thirty (30) days of billing.

12. **RESPONSIBILITY FOR COSTS.**

- A. Developer shall provide to the City, in cash or certified check, for deposit in an escrow fund, amounts for estimated future administrative and legal fees as well as City engineering and construction observation costs. The Developer shall establish an escrow account of \$2,500.00 with the City as partial payment of these costs prior to executing this Agreement. If the escrow amount is depleted, the Developer agrees to furnish additional monies as requested by the City. Any amounts not utilized from this escrow fund shall be returned to the Developer, without interest, when all improvements have been completed, all financial obligations to the City have been satisfied. If additional escrow is required or bills incurred beyond the escrow amount, the Developer shall be billed directly for such costs and there will be no acceptance of streets until all obligations have been fully paid. If the Developer fails to pay such bill(s) within thirty (30) days, then the City may: (i) secure the unpaid costs from either the Letter of Credit; (ii) specially assess or certify such costs against the Subject Property; or (iii) take necessary legal action to recover such costs and the Developer agrees that the City shall be entitled to attorney's fees and costs incurred by the City as a result of such legal action. Developer knowingly and voluntarily waives all rights to appeal said special assessments or certification under any applicable Minnesota Statutes.
- B. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the terms of this Agreement, including but not limited to legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the Agreement, the preparation of this Agreement, enforcing the terms of this Agreement and all costs and expenses incurred by the City in monitoring and inspecting the grading and erosion control pursuant to the Approved Plans and the requirements of the City Engineer.
- C. The Developer agrees to waive any and all claims whatsoever against the City and its respective governing council, agents, employees, contractors, and representatives as a result of this Agreement. Further, the Developer shall hold the City, its respective governing council, its agents, employees, contractors, and representatives harmless from any and all claims made by itself and third parties for damages sustained or costs incurred as a result of the work performed pursuant to this Agreement and work done in conjunction with it. The Developer shall indemnify the City and its officers, employees and consultants for all costs, damages or expenses which the City may pay or incur in consequence of such claims, including attorney's fees and costs.
- D. The Developer shall reimburse the City for costs incurred in the enforcement of this Agreement, including engineering and attorney's fees. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within thirty (30) days after receipt. If the bills are not paid on time, the City may halt all work and construction. Further, if Developer does not reimburse the City for

any cost the City has incurred for such work within thirty (30) days, the City may draw down the cash escrow or other security to pay any costs or may specially assess Developer's property for the costs not covered by the security. Should the City Developer's property for said costs, Developer agrees not to contest or appeal such assessment and waives all statutory rights of appeal under Minnesota Statutes. Furthermore, Developer agrees not to seek the issuance of any building permits unless the project is in full compliance with the Approved Plans and terms of this Agreement.

13. **DEVELOPER'S DEFAULT.** In the event of default by the Developer as to any of the work to be performed by it hereunder, the City, at its option, may perform the work and Developer shall promptly reimburse the City for any expense incurred by the City pursuant to the terms of this Agreement. This Agreement and Permit is a license for the City to act, and it shall not be necessary for the City to seek a court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost of such in whole or in part to the property under the terms of this Agreement.
14. **SUBSEQUENT APPROVALS.** The City's approval to grade the property is given without prejudice to the City's right to recommend approval or denial of for any other permits or approvals required for Developer's project. Developer understands that final City approval of Developer's project may materially differ from the grading, drainage and erosion control plans specified herein, and Developer assumes any risk and expense, which Developer may incur as a result of commencing the work permitted by this Agreement prior to final approvals being granted by the City.
15. **EASEMENT RIGHTS.** Developer hereby grants to the City, its agents, employees, officers, and contractors a permanent non-exclusive easement for the right of entry onto the property for the purpose of inspection and/or to accomplish any and all work or to take any and all corrective action deemed necessary by the City in its sole discretion pursuant to the terms of this Agreement.
16. **ASSIGNMENT OF CONTRACT.** The obligations of the Developer under this Agreement cannot be assigned without the express written consent of the City through resolution.
17. **INTEGRATION CLAUSE, MODIFICATION BY WRITTEN AGREEMENT ONLY.** This Agreement represents the full and complete understanding of the parties and no party is relying on any prior agreement or statement(s), whether oral or written. Modification of this Agreement may occur only if in writing and signed by a duly authorized agent of all parties.
18. **THIRD PARTIES.** Third parties shall have no recourse against the City under this Agreement.
19. **RIGHTS OF CITY.** Each right, power or remedy herein conferred upon the City is

Frank Boyles, Interim City Administrator

CARR'S TREE SERVICE

Jacob Carr, CEO

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of _____ 2022, by
Jeff Pilon, Mayor of the City of Nowthen pursuant to the authority granted by its City Council.

NOTARY PUBLIC

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of _____ 2022, by
Frank Boyles, Interim City Administrator of the City of Nowthen pursuant to the authority granted
by its City Council.

NOTARY PUBLIC

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ___ day of _____ 2022, by Jacob Carr as Chief Executive Officer of Carr’s Tree Service, Inc. on behalf of the Minnesota corporation.

NOTARY PUBLIC

DRAFTED BY:
Couri & Ruppe, P.L.L.P.
705 Central Avenue East
P.O. Box 369
St. Michael, MN 55376
(763) 497-1930

EXHIBIT A
LEGAL DESCRIPTION

North 301.82 feet of the South 1392.68 feet, as measured at right angles to the South line, of the East Half of the Northwest Quarter of Section 25, Township 33, Range 25, Anoka County, Minnesota, lying East of the centerline of State Highway No. 47, also known as Saint Francis Boulevard N.W. as now laid out and constructed. Except the East 100.00 feet as measured at right angles to the East line thereof, Anoka County, Minnesota, together all hereditaments and appurtenances belonging thereto.

STORMWATER MAINTENANCE AGREEMENT

THIS AGREEMENT is made and entered into as of the ____ day of _____, 2022 Carr’s Tree Service, Inc, a Minnesota corporation (the “Applicant”) and the City of Nowthen, a Minnesota municipal corporation (the “City”).

WITNESSETH:

WHEREAS, the Applicant owns certain real property located in Anoka County, Minnesota, as legally described on attached Exhibit A (the “Property”) and commonly known as 19477 Saint Francis Blvd NW, City of Nowthen, Minnesota; and

WHEREAS, the Applicant intends to construct within the Property certain stormwater improvements (the “Stormwater Improvements”) for the benefit of the Property; and

WHEREAS, the Stormwater Improvements consist of two detention basins and storm sewer for stormwater purposes as shown on the Civil & Survey Plans as prepared by Bogart Pederson & Associates dated [REDACTED] 2022 on file with the City which must receive periodic maintenance and inspections in order to remain effective; and

WHEREAS, the Minnesota Pollution Control Agency requires permanent provisions for handling of storm runoff, including provisions for operation and maintenance of all stormwater runoff facilities, and such provisions are to be set forth in an agreement to be recorded in the real estate records; and

WHEREAS, the City and the Applicant intend to comply with certain conditions, including entering into a maintenance agreement regarding the Stormwater Improvements;

NOW, THEREFORE, in consideration of mutual covenants of the parties set forth herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Maintenance of the Stormwater Improvements. The Applicant and its successor or assigns as fee owner of the Property shall be responsible for maintaining the Stormwater Improvements and for observing all drainage laws governing the operation and maintenance of the Stormwater Improvements. The Applicant or its successors or assigns shall complete inspections of the Stormwater Improvements at least once annually and shall keep record of all inspections and maintenance activities, and submit such records to the City upon request. Maintenance activities may consist of removal of sediment and re-establishment of plantings,

noxious weed removal, debris removal, and other activities. Maintenance of detention basins shall be performed at such time that the dead storage is filled with accumulated sediment of 50%. Maintenance of storm sewer shall be performed annually, unless a longer timeframe has been established as an acceptable maintenance period based on maintenance records. The cost of all inspections and maintenance shall be the obligation of the Applicant and its successors or assigns as the fee owner of the Property.

2. Permanent Access and Maintenance Easement. The Applicant or its successors or assigns hereby grants the City, its agents and Contractors the right to enter onto the Property to inspect and maintain the Stormwater Improvements as set forth in this Agreement.

3. City's Maintenance Rights. The City may maintain the Stormwater Improvements, as provided in this paragraph, if the City reasonably believes that the Applicant or its successors or assigns has failed to maintain the Stormwater Improvements in accordance with applicable drainage laws and other requirements and such failure continues for 30 days after the City gives the Applicant written notice of such failure. The City's notice shall specifically state which maintenance tasks are to be performed. If Applicant or its successors or assigns do not complete the maintenance tasks within 30 days after such notice is given by the City, the City shall have the right to enter upon the property to perform such maintenance tasks. In such case, the City shall send an invoice of its reasonable maintenance costs to the Applicant or its successors or assigns, which shall include all staff time, engineering and legal and other costs and expenses incurred by the City. If the Applicant or its assigns fails to reimburse the City for its costs and expenses in maintaining the Stormwater Improvements within 30 days of receipt of an invoice for such costs, the City shall have the right to assess and/or certify the full cost thereof against the Property. The Applicant, on behalf of itself and its successor and assigns, acknowledges that the maintenance work performed by the City regarding the Stormwater Improvements benefits the the Property in an amount which exceeds the assessment/certification and hereby waives any right to a hearing or notice and the right to appeal the assessments/certifications otherwise provided by Minnesota Statutes Chapter 429, Minn. Stat. § 366.012 or other relevant statutes. Notwithstanding the foregoing, in the event of an emergency, as determined by the City Engineer, the 30-day notice requirement to the Applicant for failure to perform maintenance tasks shall be and hereby is waived in its entirety by the Applicant, and the Applicant shall reimburse the City and be subject to assessment/certification for any expense so incurred by the City in the same manner as if written notice as described above has been given.

4. Hold Harmless. The Applicant or its successors or assigns hereby agrees to indemnify and hold harmless the City and its agents and employees against any and all claims, demands, losses, damages, and expenses (including reasonable attorneys' fees) arising out of or resulting from the Applicant's or the Applicant's agents or employee's negligent or intentional acts, or any violation of any safety law, regulation or code in the performance of this Agreement, without regard to any inspection or review made or not made by the City, its agents or employees or failure by the City, its agents or employees to take any other prudent precautions. In the event the City, upon the failure of the Applicant or its successors or assigns to comply with any conditions of this Agreement, performs said conditions pursuant to its authority in this Agreement, the Applicant or its successors or assigns shall indemnify and hold harmless the City, its employees, agents and representatives for its own negligent acts in the performance of

the Applicant or its successors or assigns' required work under this Agreement, but this indemnification shall not extend to intentional or grossly negligent acts.

5. Costs of Enforcement. The Applicant or its successors or assigns agree to reimburse the City for all costs incurred by the City in the enforcement of this Agreement, or any portion thereof, including court costs and reasonable attorneys' fees.

6. Notice. All notices required under this Agreement shall either be personally delivered or be sent by certified or registered mail and addressed as follows:

To the Applicant: Carr's Tree Service, Inc.
307 State Hwy 78 N
Ottertail, MN 56571

To the City: City of Nowthen
8188 199th Ave NW
Nowthen, MN 55330

All notices given hereunder shall be deemed given when personally delivered or two business days after being placed in the mail properly addressed as provided herein.

7. Evidence of Good Title. Prior to the execution of this Agreement, Developer shall provide the City with evidence of good and marketable title to all of the property. Evidence of good and marketable title shall consist of a Title Insurance Policy or Commitment from a national title insurance company.

8. Successors. All duties and obligations of Applicant under this Agreement shall also be duties and obligations of Applicant's successors and assigns. The terms and conditions of this Agreement shall run with the Property.

9. Agreement Runs with the Land. This Agreement shall run with the land and be binding upon and extend to the representatives, heirs, successors and assigns of the parties hereto. This Agreement may be recorded against the title to the property by any party to this Agreement.

10. Effective Date. This Agreement shall be binding and effective as of the date hereof.

CARR'S TREE SERVICE

Jacob Carr, CEO

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this __ day of _____ 2022, by Jacob Carr as Chief Executive Officer of Carr's Tree Service Inc on behalf of the Minnesota corporation.

Notary Public

CITY OF NOWTHEN

Jeff Pilon, Mayor

Frank Boyles, Interim City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this __ day of _____ 2022, by Jeff Pilon and Frank Boyles, the Mayor and Interim City Administrator of the City of Nowthen, a Minnesota municipal corporation, on behalf of the municipal corporation.

Notary Public

DRAFTED BY:

Couri & Ruppe, P.L.L.P.
705 Central Avenue East
P.O. Box 369
St. Michael, MN 55376
(763) 497-1930



REQUEST FOR COUNCIL ACTION

Agenda Item: 2E	Department: Administration	Requested Council Meeting Date: July 19, 2022	Submitted By: Interim City Administrator
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TITLE OF ISSUE: APPROVAL OF CONTRACT AGREEMENT WITH ANOKA HUMANE SOCIETY TO PROVIDE ANIMAL CONTROL SERVICES TO THE CITY OF NOWTHEN

BACKGROUND AND SUPPLEMENTAL INFORMATION: State Statute and city code place certain responsibilities on the city for animal control purposes. Chapter 3, section 2 of the city code includes licensing requirements, kennels, dog enclosures, dangerous and potentially dangerous dogs, dog destruction, penalties, and restrictions.

In addition to these provisions the city receives day to day assistance from the Anoka County Sheriff. The county sheriff has indicated that “we won’t be able to pick up/quarantine animals until you have a new vendor in place...” The Humane Society has become the animal control agent for the Cities of Andover, East Bethel, and Oak Grove, all of which were previously served by North Metro Animal Control which has gone out of business.

The Humane Society has tendered the attached contract which:

- 1) Is very similar the contract we had with North Metro Animal Control
- 2) Is very similar to the language of other cities
- 3) Provides basic services
- 4) Is within the same cost range as North Metro Animal Control.

SOURCE OF FUNDING: General Fund 100-41710-317 Animal Control costs of \$700.00

REQUESTED COUNCIL ACTION: Motion and second to adopt Resolution 2022-xx to enter into a contract with Anoka County Humane Society for the period of 2022, subject to city attorney approval of the agreement.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

**Animal Humane Society
and
City of Nowthen**

**Letter of Understanding for Impound Housing Services
2022**

1. Animal Humane Society (AHS) agrees to provide the following services:
 - a. Housing for stray or abandoned animals that are retrieved or legally seized by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. Housing includes kennel space, daily cleaning, food and water.
 - b. AHS is unable to house wildlife or farm animals.
 - i. Exceptions can be made for chickens with prior approval of the site manager at AHS.
 - c. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded during regular business hours.
 - d. Euthanasia services as deemed necessary by an AHS veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
 - e. Adoption services as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - f. Euthanasia services and body disposal as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - g. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
 - h. Hold animal for the legally required stray holding period: 5 days in MN, 4 Days in WI if a live release, 7 days in WI if euthanized or until reclaimed by owner within this holding period.
 - i. AHS will follow internal policy and best practice for unclaimed animals. **City of Nowthen** may request and view AHS policies at any time.

2. AHS expectations:
 - a. AHS is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or community service officer prior to leaving the animals at the AHS facility when veterinary staff members are not on duty.
 - b. AHS has the sole authority to disposition all animals that have not been reclaimed upon the expiration of the legally designated holding period.

- c. AHS will not accept feral cats seized under municipal authority by your municipality's CSO or ACO.
- d. AHS is not responsible for collecting any fees from an owner for a municipality.

3. **City of Nowthen** agrees to:

- a. Adhere to the drop off procedure set forth by AHS including animal housing at the shelter and paperwork. Drop off procedures and paperwork training for community service or animal control officers will be provided.
- b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.
- c. Direct citizens where to take stray animals when not receiving permission for impoundment at AHS.
- d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and/or AHS veterinary staff is not on duty.
- e. Pay the designated fees for each animal cared for from your municipality.
 - i. AHS will charge a standard hold fee of \$208 per canine or feline and a \$48 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner.
 - ii. AHS will charge a municipality mandated quarantine fee of \$416 per canine or feline that is held for a quarantine or other holding period lasting more than 5 days independent of who claims the animal after that hold.
 - iii. AHS will charge a \$24 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the standard fee. In these instances, AHS will charge the owner the additional reclaim fees.
 - iv. AHS will charge a \$24 administrative/processing fee for disposal of any cadavers brought to and AHS facility by a representative of the municipality.
 - v. **City of Nowthen** is responsible for fees if the owner does not reclaim by the last day of the stray hold.
- f. Adhere to AHS policy and best practice for unclaimed animals. **City of Nowthen** may request and view AHS policies at any time.
- g. Adhere to building access rules and ensure that the service access door is closed and locked after use in an after-hours drop off.
- h. Ensure that the municipality's CSO/ACO uses his/her discretion in the field as to whether or not to impound an animal. AHS is not responsible for those decisions.
- i. Be available to members of your community to resolve their concerns related to the actions of your ACO/CSO officers and your municipality's procedures, policies and requirements.

4. Administration

- a. AHS will bill the municipality at the end of each quarter on a fiscal calendar year. Billing will be mailed in the first month following the end of the quarter. Payment is expected within 30 days of receipt of billing.

- b. AHS will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.
- c. Any billing disputes must be raised within 10 days of receipt of billing.
- d. The AHS agrees to maintain all data received from **City of Nowthen** in the same manner as **City of Nowthen** as required under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- e. Insurance Requirements.
 - i. Liability. AHS agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. Upon request **City of Nowthen** shall be named as an additional insured.
 - ii. Automobile Liability. If AHS operates a motor vehicle in performing the services under this agreement, AHS shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000, combined single limit.
 - iii. Workers' Compensation. AHS agrees to comply with all applicable workers' compensation laws in Minnesota.
 - iv. Certificate of Insurance. The AHS shall deliver to **City of Nowthen** a Certificate of Insurance as evidence that the above coverages are in full force and effect.
- f. Indemnification:
 - i. AHS. To the fullest extent permitted by law, AHS agrees to defend and indemnify **City of Nowthen** and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of AHS, AHS's subcontractor(s), or anyone directly or indirectly employed or hired by AHS, or anyone for whose acts AHS may be liable. AHS agrees this indemnity obligation shall survive the completion or termination of this agreement.
 - ii. **City of Nowthen**. To the fullest extent permitted by law, **City of Nowthen** agrees to defend and indemnify AHS, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of **City of Nowthen** or anyone directly or indirectly employed or hired by **City of Nowthen** or anyone for whose acts **Nowthen** may be liable. **City of Nowthen** agrees this indemnity obligation shall survive the completion or termination of this agreement.

This agreement is based on a one year commitment, which is renewed annually from the date your administrator signs the agreement below. If the municipality brings animals to AHS without a signed contract, it will be assumed that the agreement is extended for term of the next contract. The agreement can be ended at any time by either party with a 30 day written notice.

This agreement is entered into on the _____ day of _____, 2022 by

Janelle Dixon, President & CEO
Animal Humane Society

Signed on behalf of Municipal Authority

Printed Name and Title

Signed on behalf of Municipal Authority

Printed Name and Title

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

REQUEST FOR COUNCIL ACTION

Agenda Item: 2F	Department: Administration	Requested Council Meeting Date: July 19, 2022	Submitted By: Interim City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX INCREASING THE AUTHORIZED SPENDING LIMIT FOR THE CITY BUILDING SECURITY SYSTEM BY \$3,251.02

BACKGROUND AND SUPPLEMENTAL INFORMATION: The city has a project underway to improve the security of city buildings, contents, property, public, staff and city council. It amounts to the addition of cameras inside city buildings and focused on adjacent outdoor areas as well as doors activated by key fobs.

The need for this system has become particularly apparent with the damage done to the men's restroom door at Memorial Park, after hours disposal of garbage rather than recyclables and destruction of park grounds using automobiles. The equipment to complete the project is on order and soon to be installed.

In reviewing the work to be accomplished as approved by the city council in April, an omission was discovered. All pedestrian doors to the city offices/public works garage are to be on the key fob system. It turns out that the pedestrian rear shop door was erroneously excluded from the project price. The cost to include this door is \$3251.02. (See attached Quote)

SOURCE OF FUNDING: 100-47701-580 Capital Outlay

REQUESTED COUNCIL ACTION: Motion and second as part of the consent agenda to increase the project cost by adoption of Resolution 2022-xx including the rear shop door which adds 3,251.02 to the project increasing the total cost from \$29,845.00 to \$33,096.02.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

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



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

RESOLUTION No. 2022-XX

A RESOLUTION INCREASING THE AUTHORIZED SPENDING LIMIT FOR THE CITY BUILDING SECURITY SYSTEM BY \$ 3,251.02

WHEREAS The City council desires to improve the security system serving the Historic Townhall, Recycling Center, Fire Station, city offices and adjacent parks and,

WHEREAS, The City Council has previously authorized the expenditure to complete the system in the amount of \$29,845.00; and,

WHEREAS one door was excluded from the system requiring an additional \$3,251.02 bringing the total expenditure to \$33,096.02.

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 hereby authorized to execute the additional quote of \$3,251.02 to add the security system to include the rear shop door.
3. Funds for this additional allocation will be drawn from 100-47701-580 capital outlay.

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

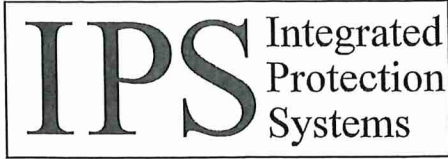
And the following voted against the same:

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

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: FRANK BOYLES
Its Interim City Administrator



Integrated Protection Systems, Inc.
 14200 Lincoln St NE Suite 100
 Ham Lake, MN 55304
 Tel. 763-250-9779
 accounting@ipssec.com

QUOTE NO. 28903

Optional - Rear Shop Door Add

Scope of work:

IPS to supply and install a additional door to the existing access control system in conformance with all local and national codes. This will be a turnkey solution. Everything required for the proper installation and operation of the proposed devices is included. IPS to program all required software and mobile apps as needed.

Door Locations and Types:

Rear Shop Door

Equipment List:

- 01 x Kantech 1 door controller
- 01 x Panel and lock power Supplies
- 01 x Card/Fob readers
- 01 x Rex devices
- 01 x Door position switches
- 01 x Electronic locking devices
- 01 x Door release buttons
- 01 x Automatic Door Closer
- Wire
- Installation
- Programming

Customer requirements:

#1, Customer is required to provide AC power outlets in those areas as defined during the site walk, or where control / head-end equipment is required.

#2, Customer to provide a lift if required for the installation of the system components proposed above. If a lift "rental" is required, IPS can coordinate the delivery and pick of said lift if requested by the customer. IPS charges a set 15% over lift charges for this service. (all IPS field employees are certified, and have lift certification cards for your records)

#3, All material is guaranteed to be as specified. All work is to be done in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Purchase agrees to pay all costs of collection, including attorney's fees. This proposal may be withdrawn by us if not accepted by the above due date

Warranty: IPS provides a 1 year warranty on all products installed and provided by IPS. IPS also provides a 90 day warranty for all labor associated with the installation of the IPS supplies products and wire. IPS will provide a service agreement option for the proposed system.

Sub-Total ex Tax	\$3,251.02
Tax	\$0.00
Total inc Tax	\$3,251.02



REQUEST FOR COUNCIL ACTION

Agenda Item: 2G	Department: Administration	Requested Council Meeting Date: July 19, 2022	Submitted By: Interim City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX APPROVING A TEMPORARY THREE DAY ON SALE LIQUOR LICENSE FROM AUGUST 19 THROUGH AUGUST 21, 2022 TO THE RAMSEY LIONS FOR THE 2022 NOWTHEN THRESHING SHOW.

BACKGROUND AND SUPPLEMENTAL INFORMATION: Since 1971, Nowthen's Threshing Show has attracted thousands of visitors to unique and historic exhibits, demonstrations and a variety of food and entertainment. This year's is the 51st Annual Threshing Show!

The 2022 show is August 19th through 21st, sponsored by the Ramsey Lions Club. For additional information see www.nowthenthreshing.com.

The Ramsey Lions have requested a three-day temporary on-sale liquor license as allowed by state statute. Attached for council information is the application submitted by the Ramsey Lions.

Typically, a background check is part of the application process, however from the perspective of the Minnesota Department of Public Safety Alcohol and Gambling Enforcement and Division such a check is optional. None was done in connection with the application as the same person requests this license annually.

The city fee schedule calls for a fee of \$50.00 per day or \$150.00 for this license application, which has been paid.

Also required is a liability insurance policy naming the city as additional insured. The application confirms that west bend mutual will provide a policy with a \$1,000,000.000 per occurrence and \$1,000,000 aggregate.

SOURCE OF FUNDING: General Fund Revenue 100-32110

REQUESTED COUNCIL ACTION: Motion and second as part of the consent agenda to approved Resolution 2022-xx for the Temporary On-Sale Liquor License for the Ramsey Lions for the 2022 Nowthen Threshing Show.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
x				

Other:

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



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

RESOLUTION No. 2022-XX

A RESOLUTION APPROVING A TEMPORARY THREE DAY ON SALE LIQUOR LICENSE FROM AUGUST 19 THROUGH AUGUST 21, 2022, TO THE RAMSEY LIONS FOR THE 2022 NOWTHEN THRESHING SHOW

WHEREAS The Nowthen Threshing Show is in its 51st year and,

WHEREAS, The Ramsey Lions are sponsored the 2022 event scheduled for August 19th through August 21, 2022, and,

WHEREAS, The Ramsey Lions have registered a Temporary On-Sale Liquor License for the event.

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 Temporary On-sale liquor license is hereby approved
3. The Ramsey Lions confirm that they will provide a certificate of liability insurance naming the City of Nowthen as additional insured in the limits approved by the city attorney.
4. The \$150.00 permit fee will be paid prior to receipt of license
5. The Ramsey Lions will prepare and present a premises map to the city showing the limitations of liquor dispensing and consumption.

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

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 19th day of July 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST
By: FRANK BOYLES
Its Interim City Administrator



Receipt of Transaction


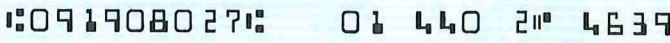
Date: 7/12/22

Received of: Steve Welch Ramsey Lions

Total of Payment: \$150.00

Payment Method: Check # 4639

Description: Payment of temporary Liquor License for Threshing Show

RAMSEY LIONS CLUB ACTIVITIES ACCOUNT P.O. BOX 771 RAMSEY, MN 55303	4639 75-802/919
	Date <u>7/12/22</u>
Pay to the Order of <u>City of Nowthen</u>	\$ <u>150.⁰⁰</u>
<u>One hundred fifty dollars and ⁰⁰/₁₀₀</u>	Dollars  Security Features Details on Back.
LANDMARK COMMUNITY BANK	
For: <u>Threshing Show</u>	<u>Steve P. Welch</u> <u>Susan Wittber</u> MP
	



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date of organization	Tax exempt number
RAMSEY LIONS	OCTOBER 1972	

Organization Address (No PO Boxes)	City	State	Zip Code
6885 139th Lane NW Suite 101/PO Box 771	Ramsey	MN	55303

Name of person making application	Business phone	Home phone
Steve Welch	763-422-0290	612-961-2773

Date(s) of event	Type of organization	<input type="checkbox"/> Microdistillery	<input type="checkbox"/> Small Brewer
08/19/2022-08/21/2022	<input checked="" type="checkbox"/> Club	<input type="checkbox"/> Charitable	<input type="checkbox"/> Religious
	<input type="checkbox"/> Other non-profit		

Organization officer's name	City	State	Zip Code
Mike Beach	Ramsey	MN	55303

Organization officer's name	City	State	Zip Code
Tom Strauss	Ramsey	MN	55303

Organization officer's name	City	State	Zip Code
Steve Welch	Ramsey	MN	55303

Location where permit will be used. If an outdoor area, describe.
 Nowthen Threshing Show

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 Ramsey Lions

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 West Bend Mutual
 1,000,000/1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Nowthen	Date Approved
City or County approving the license	
\$0	Permit Date
Fee Amount	
Event in conjunction with a community festival <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official _____ Signature City Clerk or County Official _____

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/21/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Corporate 4 Insurance Agency INC 7220 Metro Boulevard Edina MN 55439-2133	CONTACT NAME: Jim Brakken	FAX (A/C, No): (952) 893-9402	
	PHONE (A/C, No, Ext): (952) 893-9218	E-MAIL ADDRESS: jbrakken@corporatefour.com	
INSURED Ramsey Lions Club PO Box 771 Anoka MN 55303	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: West Bend Mutual		15350
	INSURER B: Security National Ins Co.		19879
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: 22-23 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			1838832	03/01/2022	03/01/2023	EACH OCCURRENCE	\$ 1,000,000
	AUTOMOBILE LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						MED EXP (Any one person)	\$ 5,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						PERSONAL & ADV INJURY	\$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	SWC1380815	04/02/2022	04/02/2023	GENERAL AGGREGATE	\$ 2,000,000
A	Liquor Liability			A234252	01/01/2022	01/01/2023	PRODUCTS - COMP/OP AGG	\$ 2,000,000
							COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							EACH OCCURRENCE	\$
							AGGREGATE	\$
							PER STATUTE	\$
							OTHER	\$
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
							Per Occurrence	\$1,000,000
							Aggregate	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Nowthen 8188 199th Avenue NW Nowthen MN 55330	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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



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

REQUEST FOR COUNCIL ACTION

Agenda Item: 2H	Department: Engineering	Requested Council Meeting Date: July 19, 2022	Submitted By: Shane Nelson, City Engineer
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX ACCEPTING AND AWARDING CONTRACT FOR 2022 MIRCO-SURFACING PROJECT

BACKGROUND AND SUPPLEMENTAL INFORMATION: The City is considering making repairs on 185th Avenue, Clifton Road, and 187th A venue to extend the useful life of the pavement. The construction of a Micro-Surfacing Treatment rejuvenates the surface with a thin layer of an asphalt product. Micro-Surfacing improves the ride, improves the surface friction, and extends the service life of the pavement. MnDOT research has concluded that the construction of a Micro-Surfacing Treatment generally extends the service life of a pavement by 8-9 years. The pavement on the above roads was originally constructed in 1993, therefore, the existing pavement is 29 years old and this application is occurring relatively late in the pavement's life cycle. However, the treatment will still be beneficial and will improve the ride and the surface friction of the pavement until such time that a larger repair can be completed. The project was advertised electronically on Quest CDN and one quote was received, which has been typical for this type of project. The quote came in higher than our original estimates and we believe this can be attributed to the current high costs of petroleum products as well as an expanded scope of the project. We originally provided a desktop cost estimate of \$104,000 based on a single micro-surface application. However, when preparing the plans and specs we visited the site and determined that a "scratch course" should also be constructed due to the significant depressed cracks and undulations remaining in the pavement.

Alternatives Analysis: if the City determines not to award the project, the condition of the pavement will continue to degrade until such time that a full depth reclamation and pave is necessary. The estimated cost for a full depth reclamation and pave is \$1.2M - \$1.6M, depending upon the extents of slope corrections and drainage improvements.

Also related to this project, we observed that there are several areas in which tree branches/canopy is overhanging into the roadway. If this Quote is awarded, the trees must be trimmed such that they do not interfere with the construction equipment. This is not included in the Quote as it is a general maintenance item, and the Maintenance Supervisor has been informed of the need to trim the trees.

We recommend that the city accept the quote such that the more expensive repair can be delayed, while improving the ride and extending the life of the pavement.

SOURCE OF FUNDING: Cost for this project will be taken from City road and Bridge Funds

REQUESTED COUNCIL ACTION: Approve resolution 2022-xx accepting quotes and awarding contract for 2022 Micro-surfacing project

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map

Other:

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



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

RESOLUTION No. 2022-XX

A RESOLUTION ACCEPTING QUOTE AND AWARING CONTRACT FOR 2022 MICRO SURFACING PROJECT.

WHEREAS the city seeks to extend the useful life of its roadways; and,

WHEREAS micro surfacing is an effective means of extending roadway life; and,

WHEREAS quotes were solicited, and one was received repairs on 185th Avenue, Clifton Road and 187th and,

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

1. The recitals set forth above are incorporated herein.
2. One bid was offered in the amount of \$173,485.20 from Asphalt Surface Technologies Construction
3. Funding for this work is to be drawn from city road and bridge funds.
4. The mayor is hereby authorized to execute the contract on behalf of the city.

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

And the following voted against the same:

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

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: FRANK BOYLES
Its Interim City Administrator

QUOTE TABULATION
CITY OF NOWTHEN
2022 STREET MICRO-SURFACING PROJECT

Quotes were opened at 2:00 p.m., June 23, 2022.
There was one quote received, as shown herein.

Quote Schedule					Asphalt Surface Technologies Corp.	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION
1	2021.501	MOBILIZATION	LS	1	\$15,000.00	\$15,000.00
2	2354.506	BITUMINOUS MATERIAL FOR MICRO-SURFACING	GAL	13020	\$4.26	\$55,465.20
3	2354.509	MICRO-SURFACING SCRATCH COURSE	TON	200	\$231.00	\$46,200.00
4	2354.509	MICRO-SURFACING SURFACE COURSE	TON	220	\$231.00	\$50,820.00
5	2563.601	TRAFFIC CONTROL SUPERVISOR	LS	1	\$1,000.00	\$1,000.00
6	2563.601	TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00
Total						<u>\$173,485.20</u>

Nowthen City Office
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 Nowthen MN, 55330
 (763)-441-1347



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

REQUEST FOR COUNCIL ACTION

Agenda Item: 2i	Department: Engineering	Requested Council Meeting Date: July 19, 2022	Submitted By: Shane Nelson, City Engineer
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX APPROVING QUOTE FOR PATCHING OF 185TH STREET

BACKGROUND AND SUPPLEMENTAL INFORMATION: The City is Considering making repairs on 185th A venue to extend the useful life of the pavement. The attached Quote, if approved, would allow for patching of 1 85th A venue in advance of the proposed Micro-Surfacing project. The patching would be performed in areas of severe pavement settlements to improve the ride and/or in areas that are showing significantly more distress in the pavement than other areas to improve the strength.

The patching associated with this request will be beneficial for the roadway, even in the event that the Micro- Surfacing project does not advance.

SOURCE OF FUNDING: Road Patching costs are paid 100% using City Funds

REQUESTED COUNCIL ACTION: Approval of Quote from North Valley with an estimated cost of \$35,768.00

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

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



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

RESOLUTION No. 2022-XX

A RESOLUTION APPROVING QUOTE FOR PATCHING OF 185TH STREET

WHEREAS the city desires to extend the useful life of its roadways; and,

WHEREAS a quote has been solicited for patching of 185th street in the amount of \$35,768.00 from North Valley.

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 quote from North Valley in the amount of \$35,768.00 is hereby approved
3. Funds are to be drawn from road and bridge.
4. The mayor is hereby authorized to enter into a contract for this purpose.

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

And the following voted against the same:

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

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: FRANK BOYLES
Its Interim City Administrator



Contact: LES BLOOM

Phone:

Fax:

Quote To: CITY OF NOWTHEN

Job Name: 185TH PATCHING

Date of Plans: 04/14/2022

Phone:

Revision Date:

Fax:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	MILL BIT FULL WIDTH 1.5"	1,080.00	SY	4.39	4,741.20
20	MILL JOINTS 1.5"	293.00	LF	8.80	2,578.40
30	TACK COAT	210.00	GAL	4.09	858.90
40	1.5" SP 9.5 WEAR 240B (R)	225.00	TN	122.62	27,589.50
GRAND TOTAL					\$35,768.00

NOTES:

BOND IS INCLUDED, CANNOT DEDUCT FOR ONE

PRICE INCLUDES TAX

RETAINAGE HELD PER OWNERS SPECIFICATIONS

THIS QUOTE IS PER THE AGC STANDARD SUB-CONTRACT AGREEMENT FOR HIGHWAY/HEAVY-INDUSTRIAL DIVISION (1956 EDITION, REVISED 1966, REVISED 1980 AND RIDER 1986 REVISION)

UPON REQUEST, NORTH VALLEY, INC. SHALL BE PROVIDED WITH THE LEGAL DESCRIPTION OF THE PROPERTY, THE NAME AND ADDRESS OF THE OWNER.

NORTH VALLEY, INC. SHALL NOT BE OBLIGATED TO COMMENCE OR CONTINUE SUBCONTRACT WORK UNLESS ADEQUATE ASSURANCE OF PAYMENT IS RECEIVED.

QUOTE MAY BE WITHDRAWN IN TEN DAYS.

RESPONSIBLE CONTRACTOR DOCUMENTATION AVAILABLE UPON REQUEST.

BID IS FOR ITEMS AND MATERIALS LISTED ABOVE ONLY. TRAFFIC CONTROL & FLAGGERS INCLUDED.

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4
Nowthen Council Meeting – July 19th, 2022

Opening

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

Calls for Service

Sheriff Deputies responded to 147 calls for service – YTD we are +222 calls over this time last year.

Those calls for service included:

- 1 to Bar None
- 2 Alarms
- 3 Medicals
- 2 Animals CFS

Bar None

06/18/2022 (11:41 AM): Deputies responded to a report of a suicidal juvenile with a makeshift cutting instrument. Deputies arrived, quickly disarmed the child, and signed the child on a medical welfare hold.

Noteworthy Calls for Service

06/10/2022 (08:51 AM): Deputies responded to hit and run crash on Viking Blvd. at Baugh St. The victim in an F150 pickup was rear-ended by the suspect in an older black Chevrolet Monte Carlo. The vehicle fled the scene and suspect vehicle information was broadcasted. The vehicle was located by St. Francis PD and the driver was subsequently arrested by ACSO for an outstanding warrant, driving on a revoking license, leaving the scene of a crash, and failure to drive with due care.

06/16/2022 (11:55 AM): Deputies responded to a business in the 8000 block of Viking Blvd. on a report of a former employee harassing current employees by coming into the business, putting rude notes on employee vehicles, and shooting fireworks at employee vehicles. The suspect was located and served with a trespass notice. He was advised he would be arrested if he returned to the location.

06/19/2022 (11:49 PM): Deputies responded to a report of a fight at a business in the 19700 block of Iguana St. Two males were reported to have been fighting in the parking lot. The victim reported a suspect male fled on foot before deputies arrived. Deputies were not able to locate the suspect in the area but did locate his wallet – which he had apparently dropped in the parking lot. The suspect was identified and mailed a citation for assault.

Miscellaneous

The substation is up and running and the squad is in place and starting/ending the shift in the city.

I will be sending 2023 contract numbers to city officials in the next few weeks. The numbers will reflect increases in costs of fuel, vehicle maintenance and replacement, and personnel costs. Also, this will be the first full year of a the new 12-hour dedicated car. 2022 costs only included 6 months of this upgraded service.

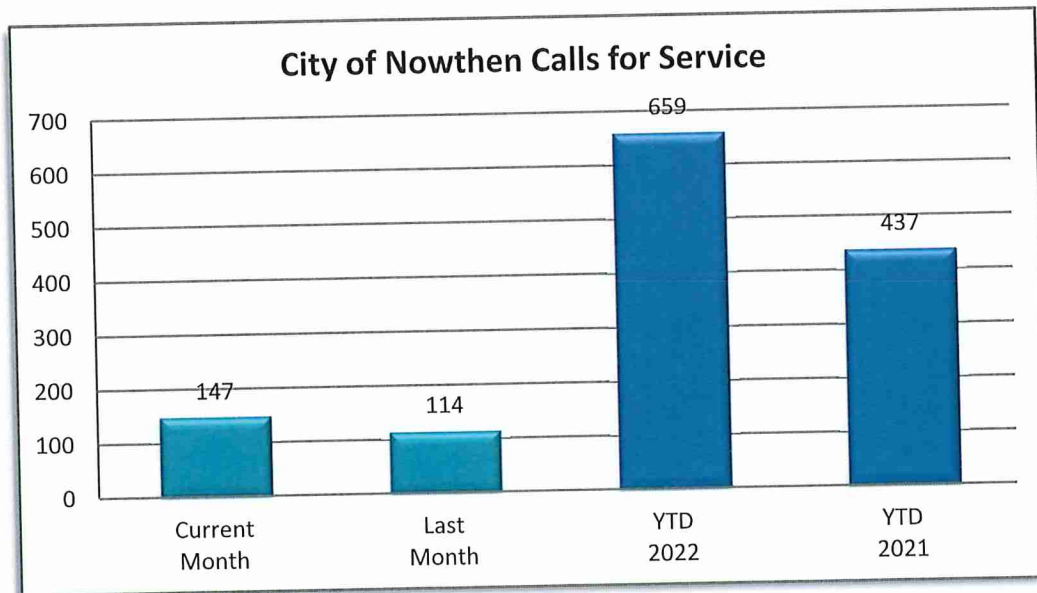
Closing

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

PATROL DIVISION

CITY OF NOWTHEN - JANUARY - JUNE 2022

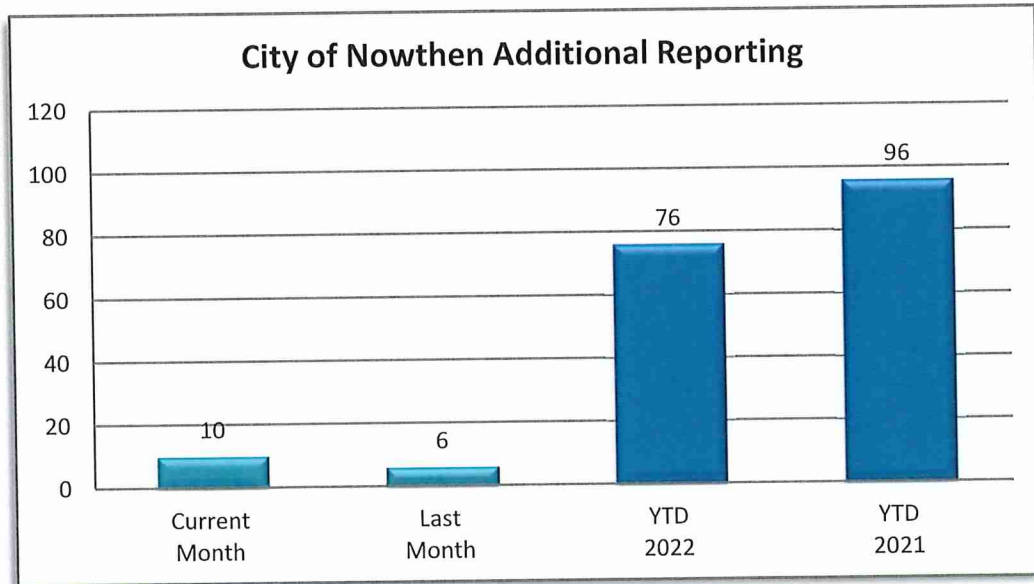
OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2022	YTD 2021
Call for Service	117	80	108	93	114	147							659	437
Burglaries	0	1	0	0	0	0							1	2
Thefts	4	2	1	0	1	1							9	14
Crim Sex Conduct	0	0	0	0	0	0							0	1
Assault	0	0	0	0	0	2							2	3
Dam to Property	0	1	2	0	1	0							4	2
Harass Comm	0	0	0	0	0	0							0	0
Felony Arrests	0	0	0	0	0	0							0	2
Gross Misd Arrests	0	0	0	0	1	0							1	1
Misd Arrests	0	0	2	0	0	2							4	6
DUI Arrests	1	0	1	0	0	0							2	2
Domestic Arrests	0	1	0	0	0	0							1	0
Warrant Arrests	1	0	0	0	3	1							5	5
Traffic Arrests	1	1	5	3	2	10							22	55



PATROL DIVISION

CITY OF NOWTHEN (ADDITIONAL REPORTING) - JANUARY - MAY 2022

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2022	YTD 2021
Bar None Facility	6	3	5	1	3	1							19	18
Alarms	1	2	4	1	0	2							10	28
Animal Complaints	0	1	4	4	0	2							11	9
Fire	1	0	1	0	0	0							2	3
MV Complaints	0	0	0	0	0	0							0	4
Medicals	9	5	8	0	2	3							27	31
Ordinance	0	0	2	2	1	2							7	3
2020 TOTALS	17	11	24	8	6	10	0	0	0	0	0	0	76	96



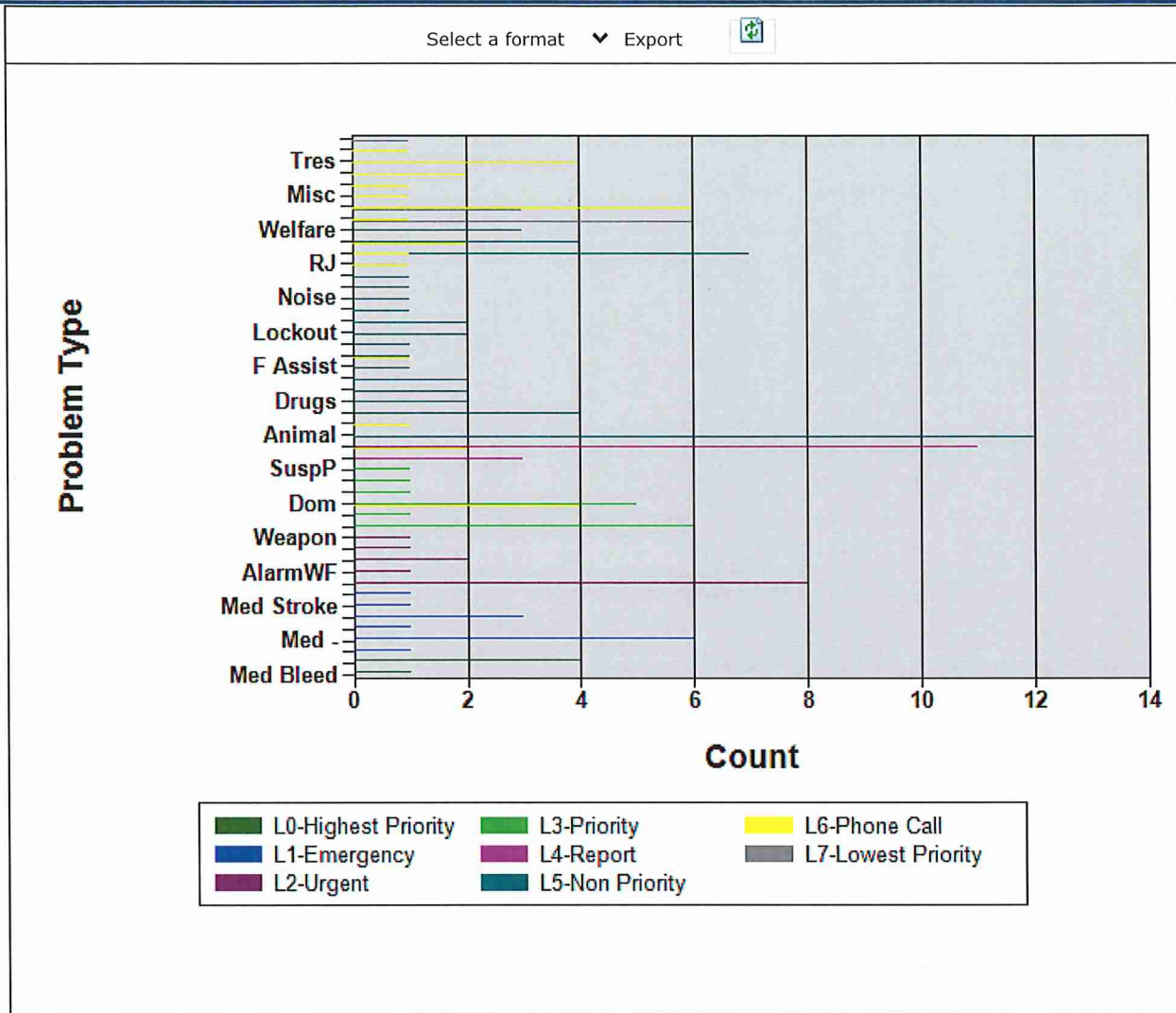


Problem Type Summary

1:51 PM 07/05/2022

Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	Nowthen Law
Day Range:	Date From 6/1/2022 To 6/30/2022
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	8	0	0	0	0	0	8
Abandon	0	0	0	0	0	0	0	0	0
Abuse	0	0	0	0	0	0	0	0	0
AbuseP	0	0	0	0	0	0	0	0	0
AlarmB	0	0	0	6	0	0	0	0	6

4

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7/5/22, 1:51 PM

VisiNet Browser : 21.102.194.8 - Problem Type Summary

AlarmCO	0	0	0	0	0	0	0	0	0
AlarmCOIll	0	0	0	1	0	0	0	0	1
AlarmF	0	0	0	0	0	0	0	0	0
AlarmFsmoke	0	0	0	0	0	0	0	0	0
AlarmHoldup	0	0	0	0	0	0	0	0	1
AlarmV	0	0	1	0	0	0	0	0	12
AlarmWF	0	0	0	0	0	12	0	0	0
Animal	0	0	0	0	0	0	0	0	0
AnimalResc	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	1
Assault	0	1	0	0	0	0	0	0	0
AssaultP	0	0	0	0	0	0	0	0	0
Boat Assist	0	0	0	0	0	0	0	0	0
Bomb	0	0	0	0	0	0	0	0	0
BombP	0	0	0	0	0	0	0	0	0
Broadcast	0	0	0	0	0	0	0	0	0
Burg	0	0	0	0	0	0	0	0	0
BurgP	0	0	0	0	0	1	1	0	2
Civil	0	0	0	0	0	0	0	0	0
CivilP	0	0	0	0	0	0	0	0	0
CSC	0	0	0	0	0	0	0	0	4
Debris	0	0	0	0	0	4	0	0	0
Deer	0	0	0	0	0	0	4	0	9
Disorderly	0	0	0	5	0	0	0	0	1
Dom	0	0	0	1	0	0	0	0	2
DomP	0	0	0	0	0	2	0	0	1
Drugs	0	0	0	1	0	0	0	0	2
DUI	0	0	0	0	0	2	0	0	2
Dumping	0	0	0	0	0	2	0	0	7
Escort	0	0	0	0	0	0	1	6	0
ExPat	0	0	0	0	0	0	0	0	1
F Aircraft	0	0	0	0	0	1	0	0	0
F Assist	0	0	0	0	0	0	0	0	0
F CleanUp	0	0	0	0	0	0	0	0	0
F Collapse	0	0	0	0	0	0	0	0	0
F Dump	0	0	0	0	0	0	0	0	0
F Elec Smell	0	0	0	0	0	0	0	0	0
F Expl	0	0	0	0	0	0	0	0	0
F Gas In	0	0	0	0	0	0	0	0	2
F Gas Out	0	0	2	0	0	0	0	0	0
F Grass fire	0	0	0	0	0	0	0	0	0
F Illegal	0	0	0	0	0	0	0	0	0
F Misc	0	0	0	0	0	0	0	0	0
F Mutual Aid	0	0	0	0	0	0	0	0	0
F Oven	0	0	0	0	0	0	0	0	0
F Powerlines	0	0	0	0	0	0	0	0	0
F SmokeIn	0	0	0	0	0	0	0	0	0
F SmokeOut	0	0	0	0	0	0	0	0	0
F Structure	0	0	0	0	0	0	0	0	0
F Train	0	0	0	0	0	0	0	0	0
F Veh	0	0	0	0	0	0	0	0	0
F Water Rescue	0	0	0	0	0	0	0	0	0
Fight	0	0	0	0	0	0	0	0	0
Flood in	0	0	0	0	0	0	0	0	0
Flood out	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	6	3	9
FraudP	0	0	0	0	0	0	0	0	2
FU	0	0	0	0	0	1	1	0	0
FW	0	0	0	0	0	0	0	0	0
Gun	0	0	0	0	0	0	0	0	1
Harass	0	0	0	0	0	1	0	0	0
Info	0	0	0	0	0	0	0	0	2
Liq	0	0	0	0	0	2	0	0	0
Lockout	0	0	0	0	0	0	0	0	2
LockoutP	0	0	0	0	0	2	0	0	2
MA	0	0	0	0	0	0	0	0	0

7/5/22, 1:51 PM
WT

VisiNet Browser : 21.102.194.8 - Problem Type Summary

4

Total

0	0	0	0	0	0	0	0	0	0
5	13	13	15	14	49	28	10	147	

5

5



June Fire Department Report

For the month of June 2022, the fire department responded to 27 incidents with an average response time of 12 minutes and 26 seconds. The average number of firefighters attending calls for service was 4.1. The fire department reports \$500.00 dollar loss from fires during the month of June.

On June 4th the fire department responded to a small grass fire on the 8700 block of Norris Lake Rd

On June 10th, the fire department assisted Andover on a 2 alarm garage fire on 1900 block of 167th Ave NW

On June 23rd, the fire department assisted Ramsey on a garage fire on 7100 block of Alpine Dr.

On June 24th, the fire department assisted ACSO and Allina Ambulance on a roll over crash at the intersection of 213th and Basalt.

On June 24th, the fire department responded to a riding lawn mower on fire on the 22700 block of Bridgestone. The fire resulted in a loss of property in the amount of \$500.00.



REQUEST FOR COUNCIL ACTION

Agenda Item: 6a	Department: Planning	Requested Council Meeting Date: July 19, 2022	Submitted By: Liz Stockman
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TITLE OF ISSUE:
CONSIDER APPROVAL OF A HOME OCCUPATION PERMIT FOR 22280 IMAN ST.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Ryan and Cheryl Morgan have purchased a home at 22280 Iman Street and wish to operate Airborne Arms LLC and relocate their Federal Firearms License (FFL) to this address. The City has approved several other similar requests for this type of Permitted Home Occupation. The Morgan's have held a FFL since 2016, having been in Blaine and Ramsey.

SOURCE OF FUNDING:

NA

REQUESTED COUNCIL ACTION:

Motion to approve a Permitted Home Occupation for 22280 Iman Street to allow Airborne Arms LLC to operate according to the conditions as outlined in the attached findings of fact.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map

Other: Supporting documents (findings of fact, application, letters, FFL address change)

CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA

CITY COUNCIL

FINDINGS OF FACT & DECISION
APPROVING A
PERMITTED HOME OCCUPATION

APPLICANTS: Ryan and Cheryl Morgan
22280 Iman Street NW
Nowthen, MN 55330

APPLICATION: Request for approval of a Permitted Home Occupation to operate Airbourne Arms LLC at 22280 Iman Street NW (PID **06-33-25-33-0003**).

CITY COUNCIL MEETING: July 19, 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:

- A. The legal description of the property is **Lot 1, Block 1 Country Meadows**.
- B. The subject site is guided by the Comprehensive Plan permanent rural residential land uses through the year 2040. The proposed use is compatible with the surrounding area rural residential and agricultural land uses.
- C. The subject site is zoned RRA, Rural Residential Agriculture. Permitted Home Occupations are allowed under Section 11-4-3 of the Nowthen Zoning Ordinance, provided that all requirements outlined herein are met.
- D. The site contains an existing residence with attached garage.
- F. The following documents shall be considered a part of these findings: June 14, 2022 Letter from Mr. and Mrs. Morgan; Site Plan Review Application dated 6/16/2022; Federal Firearms Application; Letters from the Cities of Ramsey and Blaine approving previous locations for the business.
- G. The Anoka County Sheriff's Office has conducted a background check on the applicant and has verified that the applicant has a license to carry firearms.

DECISION: Based on the foregoing information and applicable ordinances, the City Council **approves the Permitted Home Occupation subject to the following conditions:**

1. The home occupation shall be carried on by one or more members of the family residing in the dwelling unit, and the leasing of space to another person is prohibited. No outside employees will be permitted.
2. The home occupation shall be carried on wholly within the principal structure. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its residential use. A home occupation is not to be conducted in an attached garage. The storage of business materials and equipment may not take up garage space otherwise intended for the parking of vehicles.
3. No retail sale of any product or material is allowed on the premises of a Permitted Home Occupation. Guns and related merchandise may be shipped to the residence, but may not be sold to customers on the property. Sales must occur off site or merchandise can be sold online and shipped to the customer.
4. A home occupation may be identified by one sign, without lights or illumination, and of maximum twelve (12) square foot size. With the exception of any such permitted sign, there shall be no exterior displays or exterior storage of materials. There shall be no exterior indication of a home occupation nor any variation from the residential character of the principal structure.
5. The City Council shall have the authority to review individual Permitted Home Occupations based on nuisance regulations. Objectionable noise, vibration, smoke, dust, electrical disturbance, odors, heat, or glare shall not be produced. No hazardous or toxic chemical/wastes shall be generated, or discharged. The discharge of firearms shall not be permitted on the property.
6. Any Permitted Home Occupation shall not create vehicular traffic within the neighborhood in greater volume than would normally be expected in the zoning district.
7. Permitted home occupations are subject to review by the City Council and, if determined not to be in keeping with the residential nature of the neighborhood may be prohibited or may be reviewed as an Interim Use.
8. The property owner shall reimburse the City for all administrative, legal and professional costs incurred in consideration of this request.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

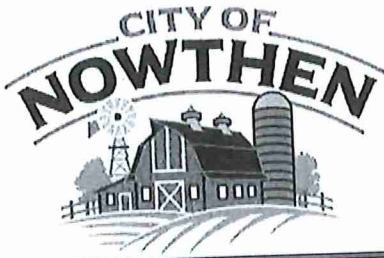
ADOPTED by the City Council of the City of Nowthen this 19th day of July 2022.

CITY OF NOWTHEN

By: _____
Jeff Pilon, Mayor

Attest: _____
Frank Boyles, Interim City Administrator

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



SITE PLAN, GRADING & WETLAND REVIEW

8188 199TH AVENUE NW, NOWTHEN, MN 55330
(763) 441-1347

RETURN TO: PERMITS@NOWTHENMN.NET

<input type="checkbox"/> SITE PLAN <input type="checkbox"/> GRADING PLAN REVIEW <input checked="" type="checkbox"/> BUILDING PERMIT REVIEW Base Fee: \$200 Escrow: \$1,000 500 Total Amt. Due: <u>700</u> <input type="checkbox"/> WETLAND DELINEATION, FILL OR REPLACEMENT REVIEW Escrow: \$2,000 Amt. Paid: \$1200.00 <u>\$700.00</u> CC/Check# <u>2023, 2024</u>	<p align="center">*****FOR OFFICE USE ONLY *** FOR OFFICE USE ONLY*****</p> Date Application Received: _____ Date Application Complete: _____ <small>(60-day review period starts from this date)</small> Planning & Zoning Mtg. Date: _____ City Council Approval/Denial Date: _____ 60-Day Review Period Ends: _____ 60-Day Extension: <u> </u> Yes <u> </u> No Expires On: _____ Received By: _____
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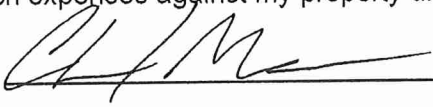
Property Information Street Address: 22280 IMAN STREET NW Nowthen, MN 55330
 Property Identification Number (PID#): 06-33-25-33-0003
 Existing Use of Property: Residential
 Legal Description (Attach full description of Metes & Bounds if necessary):

Applicant Information
 Name: Cheryl Morgan Business Name: Airborne Arms LLC
 Mailing Address: ~~7000~~ 7274 147th LN NW
 City: Ramsey State: MN Zip Code: 55303
 Telephone: 763-360-6146 Cell Phone: 763-464-4667 Work: _____
 e-mail: Cheryl@AirborneArmsLLC.com

Property Owner Information (If other than applicant):
 Name: _____ Business Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: _____ Cell Phone: _____ Work: _____
 e-mail: _____

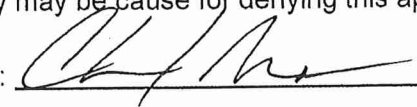
APPLICATION FEES AND EXPENSES: We the applicant and undersigned property owner agree to provide to the City, in cash or certified check, for deposit in an escrow fund, the amount of \$_____ as partial payment for all fees and estimated future City administrative, planning, legal and engineering fees incurred in processing this request. If the escrow amount is depleted, I agree to furnish additional monies as requested by the City within 10 days of such request. I understand that any amounts not utilized from this escrow fund shall be returned to me, without interest, when all financial obligations to the City have been satisfied. **All fees and expenses are due whether the application is approved or denied.**

I understand and agree that all City-incurred professional fees and expenses associated with the processing of this request and enforcing the terms of this agreement including, but not limited to, attorney's fees are my responsibility as the property owner and will be promptly paid by myself upon billing by the City in the event the escrow fund is depleted. I further understand and agree that as the property owner I must make said payment within 10 days of the date of the invoice. Bills not paid within the 10 days of request for payment by the City shall accrue interest at the rate of 6% per year. Further, if I fail to pay said amounts when due, then the City may certify such costs against any property owned by me within the City limits for collection with the real estate taxes and/or take necessary legal action to recover such costs and I agree that the City shall be entitled to attorney's fees and other costs incurred by the City as a result of such legal action. I knowingly and voluntarily waive all rights to appeal said certification of such expenses against my property under any applicable Minnesota Statutes.

Applicant:  Date: 06-14-22
Property Owner: _____ Date: _____

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements and are complete to the best of my knowledge.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Signature of Applicant:  Date: 06-14-22
Signature of Property Owner: _____ Date: _____
Signature of Property Owner: _____ Date: _____
Signature of Property Owner: _____ Date: _____

14Jun2022

Nowthen City Council 8188 199th Ave NW Nowthen, MN 55330

Dear City Council Members,

We are writing to you to ask approval of a Home Occupation Permit

Our family is moving to Nowthen! We recently had an offer accepted on a home in Nowthen and are under contract to move in 2AUG22. My husband is a service connected combat veteran Airborne Infantryman and served in and around the Baghdad area from 2004-2005. We've run a business designing and manufacturing parts and accessories for the shooting sport since 2015. We have held and maintained our FFL license since 1JAN2016, completing extensive background checks through the ATF, including old school fingerprint cards, etc. We have an office in Blaine that we run the vast majority of our business out of. However, one of the parts that we carry is a serialized receiver and falls under the jurisdiction of the ATF. Because we share a building with two other companies and cannot control the schedule of their employees, we have kept the serialized receivers and our FFL at our home premises.

While we have offices in Blaine, our intention for the Home Occupation Permit at 22280 Iman St. NW, Nowthen, MN 55330 would be to store serialized parts in a secure location within our home. We would like to have the ability to do the occasional small shipments from our home through either UPS or the postal service. We would also have a room set up as an office to answer emails and track inventory. As a combat veteran with 4 children, my husband and I do not wish to make it common knowledge that we have serialized parts at our home. We have lived in a townhouse development in Ramsey for over 4 years now and none of the neighbors know we have a license at our home. We do not intend to have customers visit our home. There will be no signage, parking, or out buildings used for the FFL. We will not be carrying or brandishing firearms for people to see. There will be no shooting on the property of the businesses firearms. We will continue to follow all ATF, federal, and local laws with regards to the serialized parts on our property.

We are in a bit of a time crunch to get this letter filed with the ATF and appreciate your timely consideration of our HOP request. We're excited to move our family to Nowthen!

Sincerely,

Cheryl and Ryan Morgan

22280 Iman ST NW Nowthen MN 55330

(763)464-4667

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

Application for an Amended Federal Firearms License

All entries must be in ink. Please read attached instructions carefully before completing this form.

Section 1: General Information

1. Current Federal Firearms License (FFL) Number **3-41-003-07-5A-04956** 2. Expiration Date of FFL **01/01/2025** 3. Employer Identification Number (EIN) or Social Security Number

4. Is the address change due to a change required by the U.S. Postal Service or 9-1-1? Yes No

Section 2: Current Information Listed on FFL

5. FFL Name (as reflected on attached FFL) **AIRBORNE ARMS LLC** 6. Trade Name(s) or Business Name(s) (if any)

7. Premises Address (number and street name)

City	State MN	County ANOKA	Zip Code 55303
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8. Premises Telephone Number (with area code) 9. Home Telephone Number (with area code) 10. Fax Number

Section 3: New Information for the FFL—Complete Applicable Changes

11. Are there any changes in the business structure of the FFL's operations? If yes, specify change on a separate sheet of paper. You may need to file a new ATF Form 7, Application for Federal Firearms License. (See Instructions #3) (Type 03 - Collectors of Curios & Relics may answer N/A) Yes No N/A

12. Change in Trade Name or Business Name (if any)

13. New Premises Address (where firearms activities will occur - list number and street name)

City 22280 IMAN STREET NW Nowthen	State MN	County ANOKA	Zip Code 55330
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14. New Mailing Address (number and street name)

City 22280 IMAN STREET NW Nowthen	State MN	County ANOKA	Zip Code 55330
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15. New Premises Telephone Number (with area code) 16. New Home Telephone Number (with area code) 17. New Fax Number

18. E-mail Address 19. Alternate 24 Hour Contact Telephone Number (with area code)

20. Hours of Operation and/or Availability of Business/Activity (Please provide at least one hour in which you can be contacted by ATF personnel)

Hour(s):	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	—	—	1pm - 3pm	—	—	—	—

Section 4: Business Information (Complete this section Only if your business location has changed. If you have a Type 03 Collector of Curios and Relics FFL, skip Section 4 and go on to Section 5)

21. Is the new business premises open to the general public during these hours? Yes No

22. Will any other business, other than that for which the license was issued, be conducted on the new premises? Yes No
If yes, state type of business: _____

23. Licensee's new premises is Owned Leased Rented

24. If the new premises is rented, leased, or otherwise not owned by the applicant, please attach: 1) A copy of the lease, rental, or other agreement, and 2) The name, address, telephone, and other contact information of the owner of the property. If the lease, rental or other agreement does not reflect the terms and conditions of the agreement, please specify the beginning and ending date as well as the terms and conditions.

25. If the new premises is owned by the applicant, are there any restrictions or covenants which prohibit the owner from operating a firearms business on the premises? If yes, on a separate sheet, describe such restrictions or covenants.

Yes No

26. Do any zoning ordinances prohibit the conduct of a firearms activity on the new premises?

Yes

No

27. Is a license, permit, or payment of occupational or business tax required under state or local law to engage in a firearms business from the premises? If so, provide copies.

Yes

No

28. Indicate type of business premises at the new location.

Commercial

Storefront

Office

Rod & Gun Club

Military Installation

Other (Specify) _____

Residential

Single/Family Dwelling

Condominium

Apartment

Hotel/Motel

Public Housing

Other (Specify) _____

If the new premises is located on a military installation, attach a written authorization from the Installation Commander to conduct the firearms business on the military installation.

Section 5 - Certification of Compliance With State and Local Law

As required by 18 U.S.C. § 923(d)(1), I certify that:

- a. The applicant and all Responsible Persons are not prohibited under the Gun Control Act of 1968 (GCA) from shipping, transporting in interstate or foreign commerce, or possessing in or affecting commerce, any firearm or ammunition, or from receiving any firearm or ammunition which has been shipped or transported in interstate or foreign commerce;
- b. The applicant has not willfully violated any of the provisions of the GCA or 27 CFR, part 478;
- c. The applicant has not willfully failed to disclose any material information required, or has not made any false statement as to any material fact, in connection with this application;
- d. The applicant has in a State (i) premises from which they conduct business subject to license under the GCA or from which they intend to conduct such business within a reasonable period of time, or (ii) in the case of a collector, premises from which they conduct collecting activities subject to license under the GCA or from which they intend to conduct such collecting within a reasonable period of time; and
- e. The business or activity to be conducted under the license is not prohibited by State or local law in the place where the license premises is located.
- f. Within 30 days after the application is approved the business or activity will comply with the requirements of State and local law applicable to the conduct of business or activity.
- g. The business or activity will not be conducted under the license until the requirements of State and local law applicable to the business or activity have been met.
- h. The applicant has sent or delivered a completed copy of this application to the Chief Law Enforcement Officer (CLEO) of the locality in which the premises listed in item 13 of this form is located. For purposes of this paragraph, the "Chief Law Enforcement Officer" is the Chief of Police, the Sheriff, or an equivalent officer.

29. Certification: Under the penalties of perjury imposed by 18 U.S.C. § 924, I declare that I have examined this application and the documents submitted in support hereof, and to the best of my knowledge and belief, they are true, correct, and complete.

Print Applicant Name RYAN DAVID MORGAN	Applicant's Signature	Date
Address of the Responsible Person Signing this Form <input checked="" type="checkbox"/> Check if same as New Premises or Mailing Address		
Street Address		
City	State	Zip Code
Telephone Number (with area code)		E-mail Address

For ATF Use Only

Check Application Status	Reason for Denial
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Withdrawn <input type="checkbox"/> Abandoned	Signature of Licensing Official _____ Date _____



City of Blaine

10801 Town Square Drive NE
Blaine, MN 55449-8101
www.ci.blaine.mn.us

October 27, 2015

Ryan D Morgan
11718 Taylor Street NE
Blaine, MN 55434

SUBJECT: Proposed Home Occupation
Zoning Letter

Dear Ryan,

It is my understanding that you wish to run a home occupation out of your residence at 11718 Taylor Street NE, Blaine, MN. This address falls within an R-1AA (Single Family) zoning district. You have stated that your business will be the repair, manufacture, and sales of firearms, including parts supply.

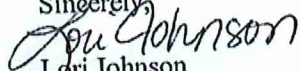
The City is in receipt of a document drafted by your attorney and dated October 7, 2015 that indicates the following:

- You will conduct the business solely in your basement.
- All materials will be kept under locked storage in the basement and no vehicles will be used for the business.
- The total area for the business does not exceed 20% of the total floor area of the residence.
- There will be no employees of this business other than yourself.
- There will be no more than 4 customers daily.

All of these items confirm the fact that a conditional use permit is not required for your proposed home occupation. You should be aware, however, that if anything changes with regard to these five items and you exceed the requirements stated in the City's Zoning Ordinance Section 33.11, you do not have the opportunity to apply for a conditional use permit because of the Zoning District in which you live. If you exceed the stated requirements you would be asked to cease your operation.

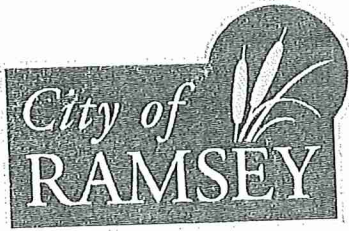
In addition, this zoning letter does not take into account any permits you may be required to obtain through the City's Police Department or the Bureau of Alcohol Tobacco and Firearms. Please contact these agencies for further requirements.

Sincerely,


Lori Johnson
Associate Planner

Cc: Bob Fiske, Community Standards Director
Captain Dan Szykulski, Blaine Police Department

Planning Department
763-785-6180 ~ 763-717-2634 Fax



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

US Bureau of Alcohol, Tobacco, Firearms & Explosives
30 East 7th St
St Paul, MN 55101

RE: Ryan Morgan, Home Occupation Permit with City of Ramsey

Ryan Morgan has received an administrative home occupation permit to repair firearms and firearm parts at the property generally known as 7274 147th Lane NW. The City of Ramsey has issued the permit with the condition of online sales and a gun safe on the Subject Property. Additionally, any thefts must be reported to the City of Ramsey.

If the business expands beyond online sales and a small office, Ryan Morgan will need to reapply for a permit with the City of Ramsey to determine if any additional permitting is required.

The City of Ramsey Police Department reviewed this request.

Thank you,

Chloe McGuire Brigl, City Planner
City of Ramsey, Community Development Department



REQUEST FOR COUNCIL ACTION

Agenda Item: 6b	Department: Planning	Requested Council Meeting Date: July 19, 2022	Submitted By: Liz Stockman
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TITLE OF ISSUE:
CONSIDER APPROVAL OF RESOLUTION 2022-xx APPROVING A SEPTIC SYSTEM PLAN FOR 5160 204TH AVENUE

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The State's 7080 rules governing septic systems allow Type 3 'other' systems provided the design is submitted to the local unit of government for approval (this is not a variance from the terms of the City Code). Type 3 systems are those which somehow deviate from the Type 1 system standards; box mounds/limited space and lack of the required 12 inches of native, undisturbed soil above mottling are two common reasons. The Toft/CST site lacks the required 12 inches of separation.

Holding tanks were installed last fall to allow issuance of an occupancy permit and allowed the designer to calculate exact needs based on gallons per day usage. Type 3 systems require extra sand to create the added filtration depth and a meter to keep track of usage to prevent overloading of the system. See the letter from the septic system designer.

The septic system design was approved by MNspect on 6/28/22.

SOURCE OF FUNDING:

NA

REQUESTED COUNCIL ACTION:

Motion to approve the Type 3 design for 5160 204th Avenue, with conditions, as outlined in Resolution 2022-xx.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other: Supporting documents (site plans, Toft 1st Addn. plat and letter from septic designer)

RESOLUTION NO. 2022-_____

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

**RESOLUTION APPROVING A TYPE 3 SEPTIC SYSTEM DESIGN FOR
5160 204TH AVENUE NW**

WHEREAS, currently there exists an industrial/office building approved on Lot 1, Block 1, Toft Addition, located at 5160 204th Avenue NW in the City of Nowthen; and

WHEREAS, Toft Addition has not yet been recorded and the PID is 24-33-25-12-0005 for the underlying 30.42 acres; and

WHEREAS, MMT/CST Companies operates an administrative office, trucking warehouse and storage terminal; and

WHEREAS, in late Fall of 2021, holding tanks were installed for temporary collection of wastewater and to allow a Certificate of Occupancy to be issued; and

WHEREAS, the Toft property does not contain 12 inches of separation above mottling/depth of native, undisturbed soils as required for a Type 1 system under MN Rules 7080; and

WHEREAS, a septic system design was submitted to the City of Nowthen for a Type 3 system which was approved by the City's building official, MNspect, on 6/28/22; and

WHEREAS, MN Rules 7080.2300 requires approval by the local unit of government; and

WHEREAS, upon the conditions being met to the satisfaction of the City, approval of the Type 3 system is in the best interest of the public.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Nowthen, Minnesota that the Type 3 septic system is hereby approved for 5160 204th Avenue NW, subject to the following conditions:

1. The septic system is installed by a licensed septic system installer according to plans approved by MNspect on 6/28/22 and all required inspections show compliance with MN Rules 7080.

2. The property owner is required to record readings from the septic system meter at least twice per year to ensure the flows do not exceed the design capacity and shall report these numbers to the City for the first two years.
3. The property owner shall make visual inspections of the mound area and make the City aware of any surface water or ponding immediately.
4. The tanks shall be pumped every three years, or more frequently if needed, and pumping records shall be submitted to the City.
5. Any and all other requirements mandated by MN Rules 7080 or the City's Building Official, MNSpect, shall be met and maintained.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

ADOPTED by the City Council of the City of Nowthen this 19th day of July 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 19th day of July, 2022.

Deputy Clerk Natalie Johnson

Prepared By:
The Planning Company
3601 Thurston Avenue
Anoka, MN 55303
651-303-3670

The Desk of Josh Putt
PO Box 45
Shafer, MN 55074
651-900-1567

City of Nowthen
19800 Nowthen Blvd.
Nowthen, MN 55303

Dear Liz,

This letter is in reference to 5160 204th Ave, MMT Holdings septic project and our meeting held yesterday in regards to needing a variance for the Type 3 system.

Soil boring were done at the location stated above we had an area to west of building site for a Type 1 system (at least 12" to mottled soil) but due to the site grading and drainage determined by the project Civil Engineer and the City Engineer we had to relocate system to the only available location on the site. This caused the Type 1 septic system to be relocated to the only available area on the property. This area made the design a Type 3 system (soils without 12" to mottled and disturbed). The Building Plan, Final Plat for Toft 1st Addition Plans, soil borings and septic design was submitted by Stotko Speedling Construction to the City for final City Council approval prior to Building permit issue. After building permit was issued Gustafson Excavating submitted septic system design for septic permit and this is when we were made aware that a variance from the City of Nowthen for a Type 3 system would be required.

Over my time doing septic system designs I have designed numerous Type 3 systems, and not one has failed to protect ground water. Protecting the ground water should be the most important thing here. If the system is built correctly, it will have the longevity of any Type 1 system design. Constructing a Type 3 system shall contain three foot of clean wash sand, making the effluent water treated before hitting the existing soils, therefore protecting the ground water. Also, with this system a water meter should be added to keep track of water use to not go over the gallons per day as to not overload the system. The customer shall also make sure there is no ponding or water surfacing around the mound system, if it does than more cover dirt will be required. That doesn't mean the system is failing to protect the ground water since it has filtered through the 3' of wash sand and has been treated before hitting the existing soil. All of these finding shall be reported to the officials in charge for a minimum of the first 2 years after install. Again, I am a firm believer that if built correctly this system will continue to protect ground water as long as any Type 1 system. Gustafson Excavating has done many of the septic systems I have designed and are highly qualified to provide a Type 3 system.

As for now we purpose that the tanks from the original design are installed and pumped regularly. A pumping agreement should be in place to ensure that it is being done. Also putting in the water meter and an accurate recording of the water usage shall be required. In the spring we can take these findings and create a new design, even making the system larger if necessary to make sure the system is never overloaded and will continue to work properly to protect the ground water.

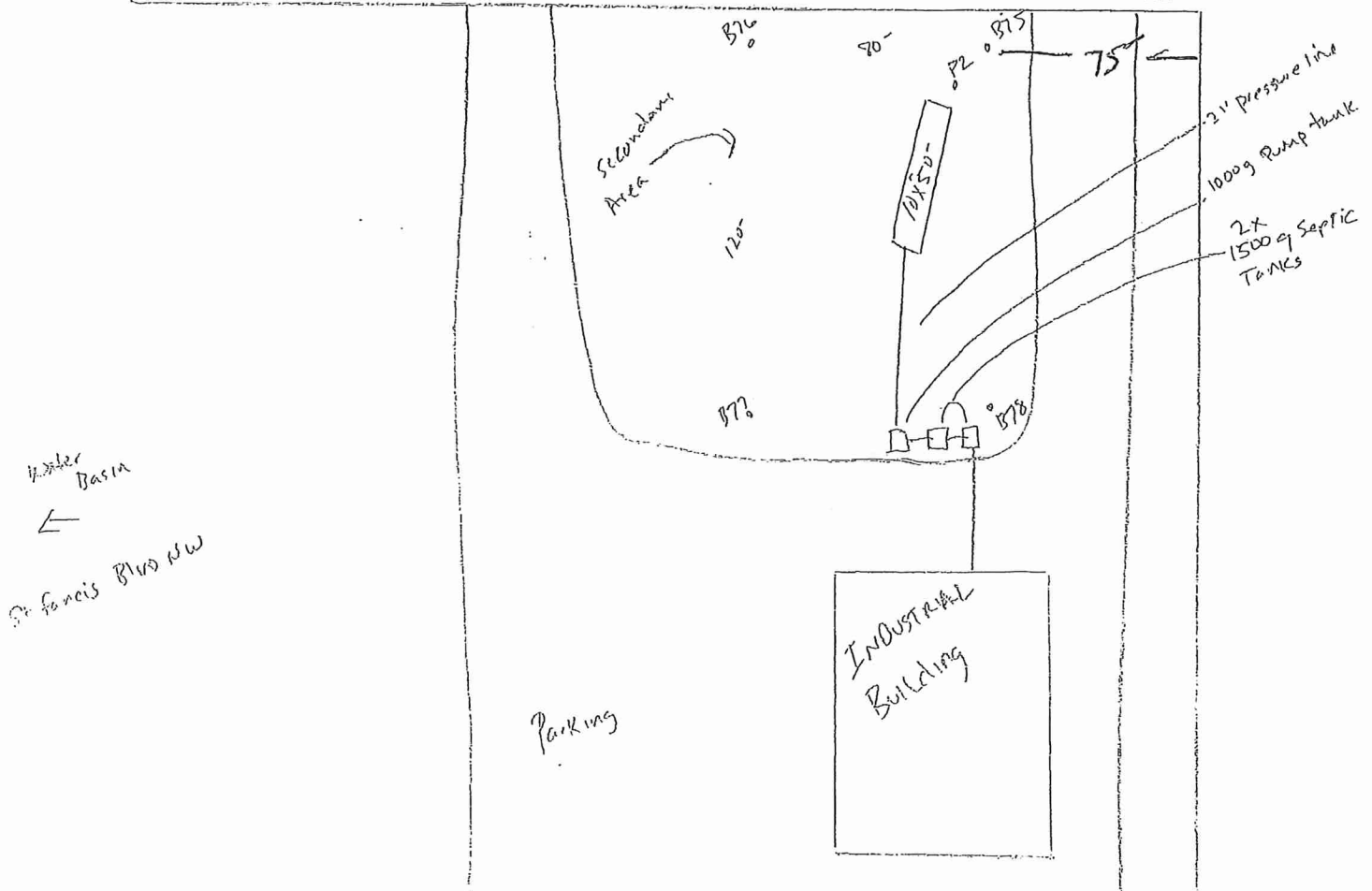
Thank You



Josh Putt

MPCA LIC# 4063

New RD
OSTP Proposed Design Map



Map scale: 1" = 100' ↑ indicate north show slope 2% direction ←

- Locate
- Lot Dimensions / Property Lines
 - Dwellings and other improvements
 - Existing or proposed system(s)
 - Replacement area
 - Unsuitable area(s)
 - Public water supply wells
 - Pumping access
 - Inner wellhead zone

- Easements
- Phone
 - Electric
 - Gas
- Elevations
- Benchmark
 - Borings
 - Perc Tests
 - Horizontal & Vertical Reference Points
- Setbacks
- Building
 - All water wells within 100 feet
 - Pressure Pipe
 - Water Suction
 - Streams, Lakes,
 - Floodway and Fringe

Elevations in feet

BORINGS:

B 75	104.6
B 76	105.6
B 77	104.4
B 78	103.6

Soil Borings:

5	
6	
P1	

P2 104.6

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Josh Pett (Designer) [Signature] (Signature) 24063 (License #) 5/18/21 (Date)



REQUEST FOR COUNCIL ACTION

Agenda Item: 6c	Department: Planning	Requested Council Meeting Date: July 19, 2022	Submitted By: Liz Stockman
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TITLE OF ISSUE: CONSIDER APPROVAL OF THE TOFT 2ND ADDN. PRELIMINARY PLAT

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Please review the attached Planning Report and exhibits, inclusive of the City Engineer's review and Findings & Decision.

A Public Hearing was held May 25, 2021 and the Planning and Zoning Commission recommended approval by a vote of 4-0 (one member absent and 2 vacant seats).

The 1st Addn. Final Plat (1 lot) was approved September 14, 2021.

SOURCE OF FUNDING:

NA

REQUESTED COUNCIL ACTION:

Motion to approve the Preliminary Plat for Toft 2nd Addition, inclusive of 7 industrial lots and 7 residential lots, subject to the conditions as outlined in the attached findings of fact.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map

Other: TPC Planning Report, City Engineer's report and Findings & Decision.



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

PLANNING REPORT

TO: Nowthen Mayor and City Council
Nowthen Planning and Zoning Commission

FROM: Elizabeth Stockman

RE: Nowthen – Toft 2nd Addition Preliminary Plat
204xx St. Francis Blvd. (PIDs 24-33-25-12-0005 and 24-33-25-11-0001)

DATE: July 08, 2022

TPC FILE: 122.02 – 22.08

BACKGROUND

MMT Holdings LLC/CST Companies (applicants Chad and Megan Toft) are proposing development of 7 single family dwellings on 40 acres and 7 industrial lots on +/-25 acres. The proposed development requires consideration of applications for 2nd Addition Preliminary Plat approval. A public hearing to consider the plat application was held at the regular Planning and Zoning Commission meeting on May 25, 2021. The one-lot Final Plat for the 1st Addition was approved September 14, 2021. The property is zoned a combination of RRA, Rural Residential Agriculture and I-1, Industrial and is appropriately guided in the City’s 2040 Land Use Plan.

Exhibits:

- A. Site Location & Zoning Map
- B. 2040 Land Use Plan
- C. Preliminary Plat
- D. Civil Plans (10 pages)
- E. Updated Soil Borings
- F. Park and Trail Plan
- G. City Engineer’s Updated Report (4 pages)
- H. Findings of Fact

ANALYSIS

Zoning & Land Use. The subject site is zoned a combination of RRA, Rural Residential Agriculture and I-1, Industrial, consistent with the adopted 2040 Comprehensive Land Use Plan.

- The Comprehensive Plan describes that development of single-family dwellings in a rural context is the only form of residential land use anticipated within the City, intended to preserve the larger lots. The Preliminary Plat is consistent with this intent.
- Encourage industrial development to create new job opportunities and expand the local tax base.
- Promote high quality industrial development through the enactment and enforcement of performance standards within the Zoning Ordinance that address parking, loading, outdoor storage, screening and landscaping.

Access & Streets. Local streets interior to the preliminary plat are provided with a 66-foot right-of-way consistent with the requirements of Section 10-3-2.C of the Subdivision Ordinance. The street names are consistent with the Anoka County grid system. All street designs and construction plans are subject to review and approval by the City Engineer.

The preliminary plat will be accessed solely from St. Francis Boulevard, which is designated by the City's Comprehensive Plan as a Minor Connector Arterial street. Access to the preliminary plat will occur via a newly platted local street system: 204th Avenue NW and Tonto Street NW.

Tonto Street right-of-way is being dedicated as required but no road is being constructed, as proposed, except for an apron. The ROW should be graded, including ditches, as a condition of approval. The applicant's talked with City Staff about this topic and the communication tower property to the south will likely not be developed for quite some time. A dead-end road may invite unwanted traffic and/or unauthorized parking/storage of vehicles by adjacent properties.

Lot Requirements. The minimum lot requirements of the RRA and I-1 Districts are shown in the table below as applicable to the preliminary plat.

Toft 2nd Addition Preliminary Plat	Lot Frontage on Public Street	Lot Area	Lot Width	Lot Depth	Setbacks			
					Front	Side	Rear	Wetland
Residential Lots 6-10, Block 1 Lots 3-4, Block 2	150 feet (except cul-de-sac lots may contain 75 feet of frontage)	5.0 acre average with 2.5 acre minimum lot size	300 ft.	300 ft.	120 ft. from centerline	20 ft.	35 ft.	30-50 ft. (depends on type)
Industrial Lots 1-5, Block 1 Lots 1-2, Block 2	50 feet	1.0 acre minimum	165 ft.	None	The greater of: 70 ft. from CL or 30 ft. from prop. line	20 ft.	35 ft.	30-50 ft. (depends on type)

The lot width shall be measured at right angles to the depth at the building setback line. In the case of property abutting on a curved street, the frontage shall be measured on the arc at the

building setback line. All lots meet lot width and depth requirements. Two lots were combined as Lot 7 since the Phase 1 Preliminary Plat.

Park and Trail Dedication. The City's Parks and Trails System Plan included in the 2040 Comprehensive Plan completed in 2020 does not include the subject property as part of a park search area. At the time the concept plan was discussed, the Planning and Zoning Commission recommended that cash be obtained in lieu of parks.

Section 10-3-4.P requires that trail easements shall be dedicated within or adjacent to all subdivisions. Trails shall be provided to create a continuous trail system within the subdivision and connecting to other adjacent properties. Trail easements shall be provided on at least one side of all streets and as other locations deemed appropriate by the City Council. Trail easements shall be a minimum twenty (20) feet wide.

Section 10-4-1.J.6 requires that an approved trail system be provided with each subdivision of land. Each subdivider shall be responsible for grading the trail to provide a stable surface and to provide trail slope, cross section and drainage as required. The subdivider will be required to construct all local trails to minimum City standards, which includes bituminous surfacing.

Does the City Council wish to plan for any trails in this vicinity? A trail connection to the north along the 100-foot buffer area may be beneficial to lead toward Verde Valley Road and what will be another residential neighborhood someday. The local road Tonto Street (or a trail adjacent thereto) can be the start of vehicular and pedestrian access to the south. Trail connections in this plat are difficult given the wetland locations, so local streets could be utilized as trail routes.

Grading, Drainage & Stormwater Plan. The developer has submitted grading and drainage plans for the proposed preliminary plat. Drainage and utility easements shall be provided for all stormwater ponds, stormwater structures, overflows, cross drainage, wetlands and wetland buffers to the limits of the 100-year highwater level (HWL).

The grading plans show storm sewer across Lots 1-5, Block 1; drainage facilities that cross lot lines require an easement. The plat is subject to review and approval of the City Engineer as are all grading, drainage, erosion control issues, and any wetland impacts.

Wetlands. There are six existing wetlands on the site (or partially within the site) that were delineated by Kjolhaug Environmental Services Company, Inc. There are no proposed impacts to Wetlands. Approximately half of the site drains north into Wetland 2 and the other half drains west and south into Wetlands 1,4,5 & 6 that ultimately drain to an existing 24" culvert under Hwy 47 and to the west. There is one other small drainage area that drains to Wetland 3 at the southeast corner of the site.

Wetland buffers and buffer signage have been appropriately shown on plans. The signs alert residents that the wetland buffer may not be impacted. A buffer is a zone of natural vegetation which acts as a filter for stormwater runoff and keeps residents from encroaching into the wetland. As required by the City Engineer, the final plans shall include an establishment schedule/plan for wetland buffer seed mix as required by the URRWMO and the City Code.

Utilities & Buildability. Individual Sewage Treatment System design and locations (both primary and backup sites) have been shown for all lots and shall be subject to review and approval by MNspect. Updated soil borings were done for Lots 1 and 2, Block 2 and Lot 7, Block 1 which all show a minimum of 12 inches of native soil/separation above mottling. Lot 1, Block 2 contains a large soil stockpile Lot 7, Block 1 on the 1st Addition Preliminary Plat was combined with Lot 8 (as current Lot 7) due to lack of an adequate septic site. All septic sites must be located outside of drainage and utility easements and protected by orange construction fencing prior to grading commencing. Well placement is subject to MN Dept. of Health permit requirements and MN rules.

The City Code requires that proposed grading is required to achieve 23,000 square feet of land with three (3) feet of separation from the final surface elevation of the lot (fill can be brought in) to the highest known water table. The balance of the acre is to have at least a one (1) foot separation consisting of only existing natural soils. The highest known water table is to be determined by soil borings indicating mottled soil. Buildability is shown in Exhibit D (page C8).

Tree Protection. Section 10-3-7 of the City Code requires that all subdivisions be designed, constructed, and maintained in conformance with the following policy: that existing healthy trees on the site are to be preserved to the maximum extent feasible.

Landscaping & Buffer Requirement. Section 11-4-17.M.2 requires a minimum of one hundred (100) feet of buffer yard along property lines which separate commercial or industrial and residential uses which may consist of either natural, wetland, woods open space, man-made ponding or a combination thereof. Lot 5, Block 1 and Lot 3, Block 2 have wider widths to accommodate the buffer.

The Civil Plan Set contained in Exhibit D (sheets C1 and C2) shows 61 coniferous trees to be planted along the eastern-most edge of the industrial parcels within the 100 foot buffer to aid in the screening of adjacent residential uses. The trees are appropriately shown at a six (6) foot balled and burlapped minimum size, but the species (multiple preferable) shall be specified.

Minimum Structure Sizes. Section 11-4-13.F states that all single-family housing units must have a dwelling size of at least one thousand two hundred (1,200) square feet above grade on the main level for multi-level or split level homes and eighteen hundred (1,800) square feet for single level homes, excluding any garage area.

Section 11-4-17.D and E states that all commercial or light manufacturing principal structures shall have a minimum of two thousand (2,000) square foot ground floor area. The size of

structures on any lot shall not exceed twenty (20%) percent of the total lot area. The maximum area of impervious land coverage, to include the building and all paved or impervious surfaces, shall not exceed seventy (70%) percent of the total lot area.

Maximum Garage Size. Section 11-4-13.G states that attached garages may not exceed one hundred (100%) percent of the main floor area of the residential portion of the structure. Basement level (pre-stressed concrete plank; i.e. Spancrete garages), not exceeding the size of the main level garage may be allowed, in addition to a main level garage.

RECOMMENDATION

The Toft 2nd Addition Preliminary Plat is generally consistent with the policies of the Comprehensive Plan and requirements of the Zoning Ordinance and Subdivision Ordinance. Our office recommends that plans be updated to reflect the comments contained herein and within the City Engineer's report and that the City Council motion in one of three ways following consideration of the factors as presented:

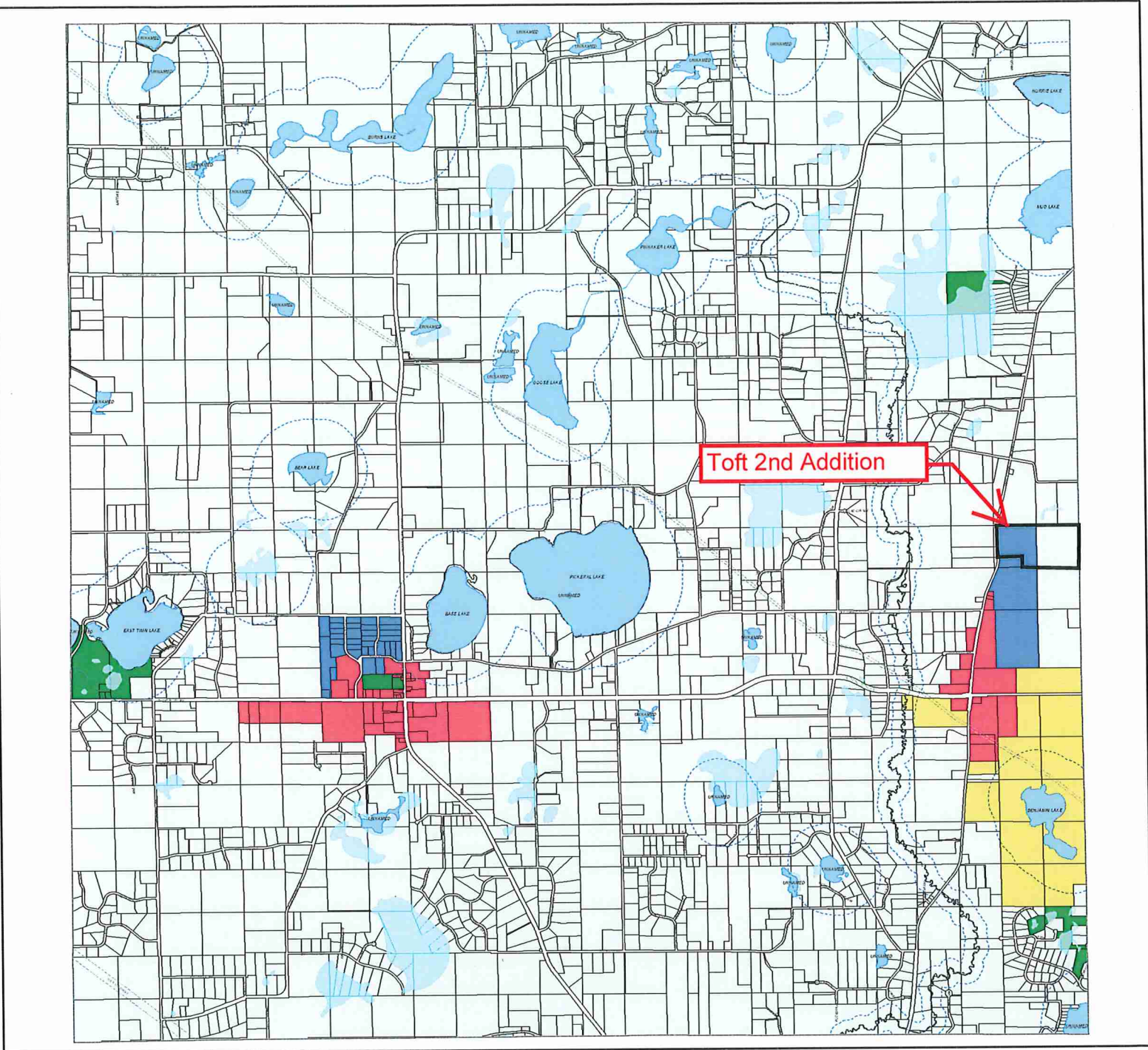
- Motion to approve the Preliminary Plat provided that the request is consistent with Comprehensive Plan and Zoning Ordinance regulations, subject to the conditions (as may be amended) in the attached in the findings of fact and submission of revised plans prior to City Council consideration.
- Motion to table/continue the public hearing until the next City Council meeting to allow consideration of revised plans.
- Motion to deny the application based on a finding that the request is inconsistent with the Comprehensive Plan or intent of the Zoning Ordinance.

- c. Frank Boyles, Interim Administrator
Bob Ruppe, City Attorney
Shane Nelson, City Engineer
Chad and Megan Toft, Applicants
Greg Stotko, Contractor
Nick Adam, Rehder & Associates Inc.

NOTICE: City files must be consulted to verify the zoning classification of property in addition to this map.

CITY OF NOWTHEN

Zoning Map

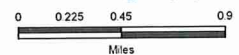


ZONING

- C-1 - Commercial District (370 acres / 1.74%)
- I-1 - Industrial District (220 acres / 1.04%)
- CON - Conservancy District (156 acres / 0.74%)
- RRA - Rural Residential Agriculture (19,897 acres / 94.20%)
- RRT - Rural Residential Transition (478 acres / 2.26%)
- Shoreland Overlay District

A

TPC
The Planning Company

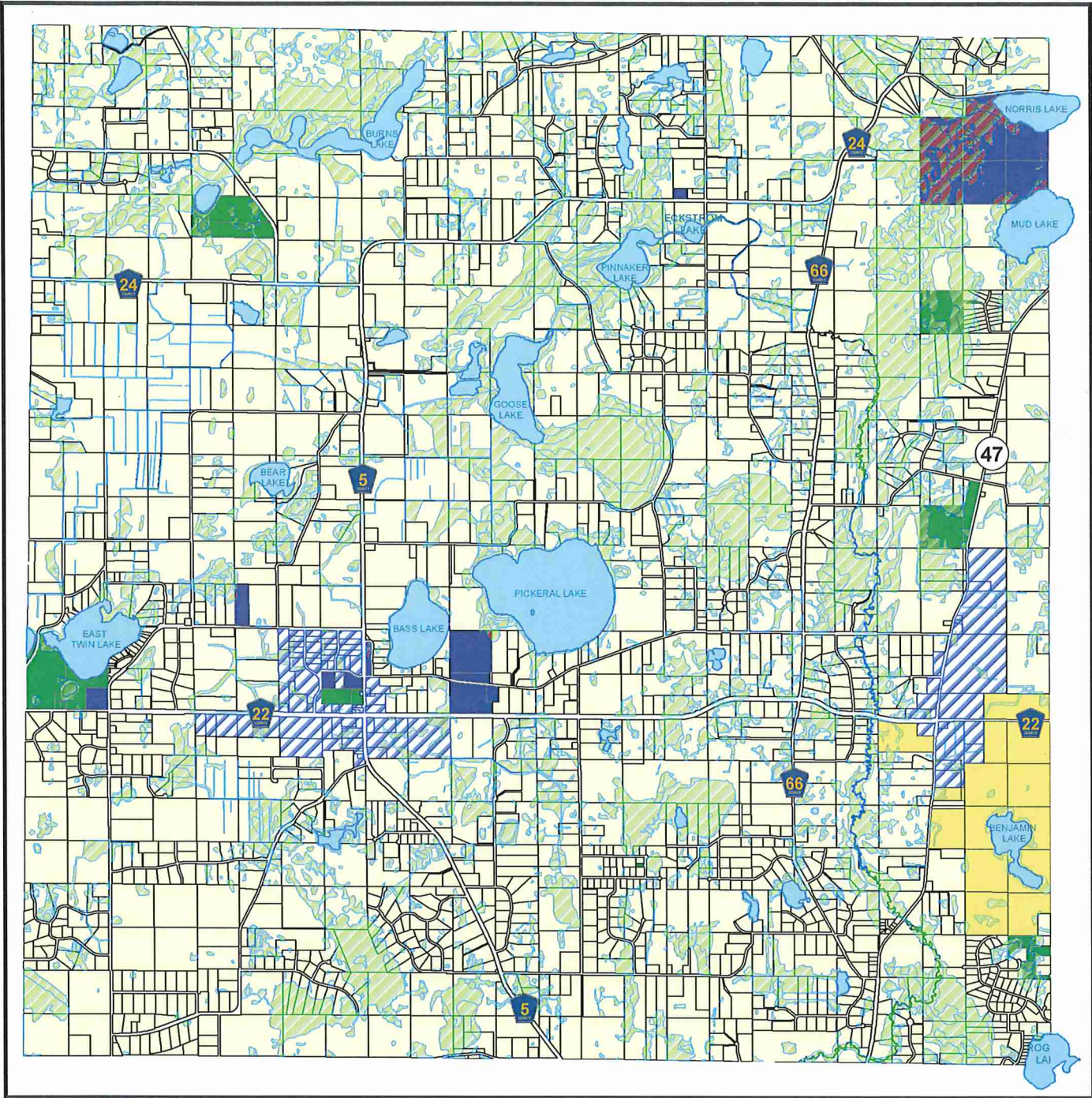


SOURCES: CITY OF NOWTHEN, ANOKA COUNTY, MN DNR, HAA, TPC






Adopted: Aug 11, 2020

K:\GIS\Projects\Municipal\NT90112019\LandUse2040

CITY OF NOWTHEN
2019 COMPREHENSIVE PLAN



2040 LAND USE PLAN

-  Wetlands
-  Rural Residential (Transition) (478/2.1%)
20/40 2.0ac+
-  Rural Residential (Permanent) (19452 acres / 86.4%)
8/40 2.5ac+
-  Commercial / Industrial (626 acres / 2.8%)
-  Public and Quasi Public (335 acres / 1.5%)
-  Parks and Open Space (142 acres / 0.6%)

B

TPC
The Planning Company

0 0.25 0.5 1
Miles

N
↑

SOURCES: CITY OF NOWTHEN, ANOKA COUNTY,
MN DNR, HAA, TPC

MAP DATE: 5 MAR, 2019

K:\GIS\Projects\Municipal\NT901\2019\LandUse2040

Northwest corner of the Northeast Quarter
of Section 24, Township 33, Range 25
(Found Anoka County Monument)

Centerline of the Northwest Quarter of the Northeast Quarter of Section 24, Township 33, Range 25

$\Delta = 8^{\circ}46'50''$
 $R = 1840.93$
282.13

Centerline of State Highway No. 47

671.87

S1°35'06"E

NO. 47

STATE HIGHWAY

Inv. 907.96

Inv. 907.59

WETLAND

Drainage and
Utility Easement

WETLAND

Drainage and
Utility Easement

LOT 1
181,391 S.F.
(4.16 ACRES)

I-1

LOT 2
86,975 S.F.
(2.00 ACRES)

I-1

LOT 1
261,136 S.F.
(5.99 ACRES)

I-1

B
L
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C
K
O
F
K

Inv. 903.86

344

B30

B29

B27

185

B28

907.59

281

117

910

256

908

52

66

51

117

350

B1

P1

Inv. 903.86

344

B31

B32

B26

B25

472

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143

145

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195

S

914

916

162

187

B2

908

912

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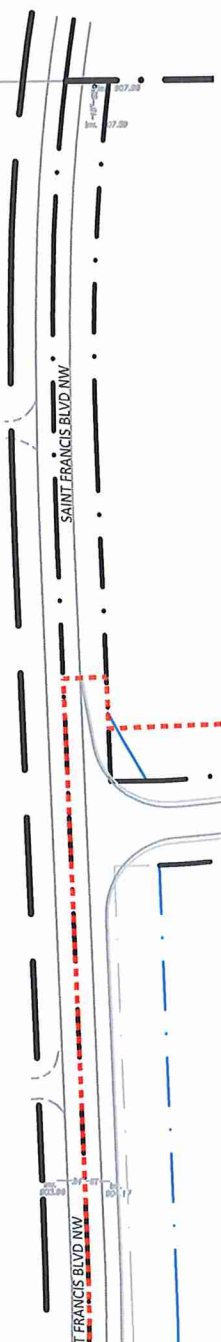
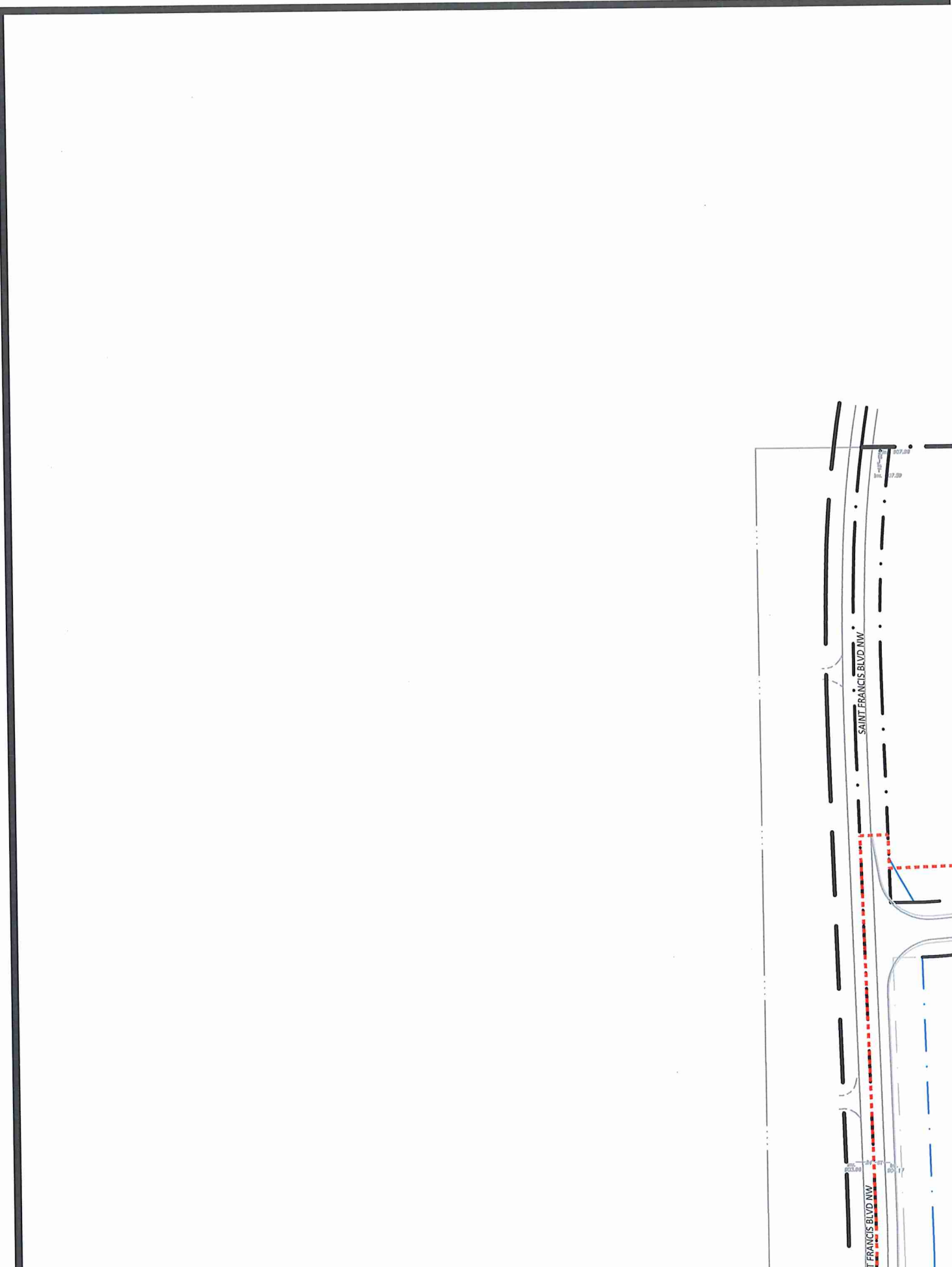
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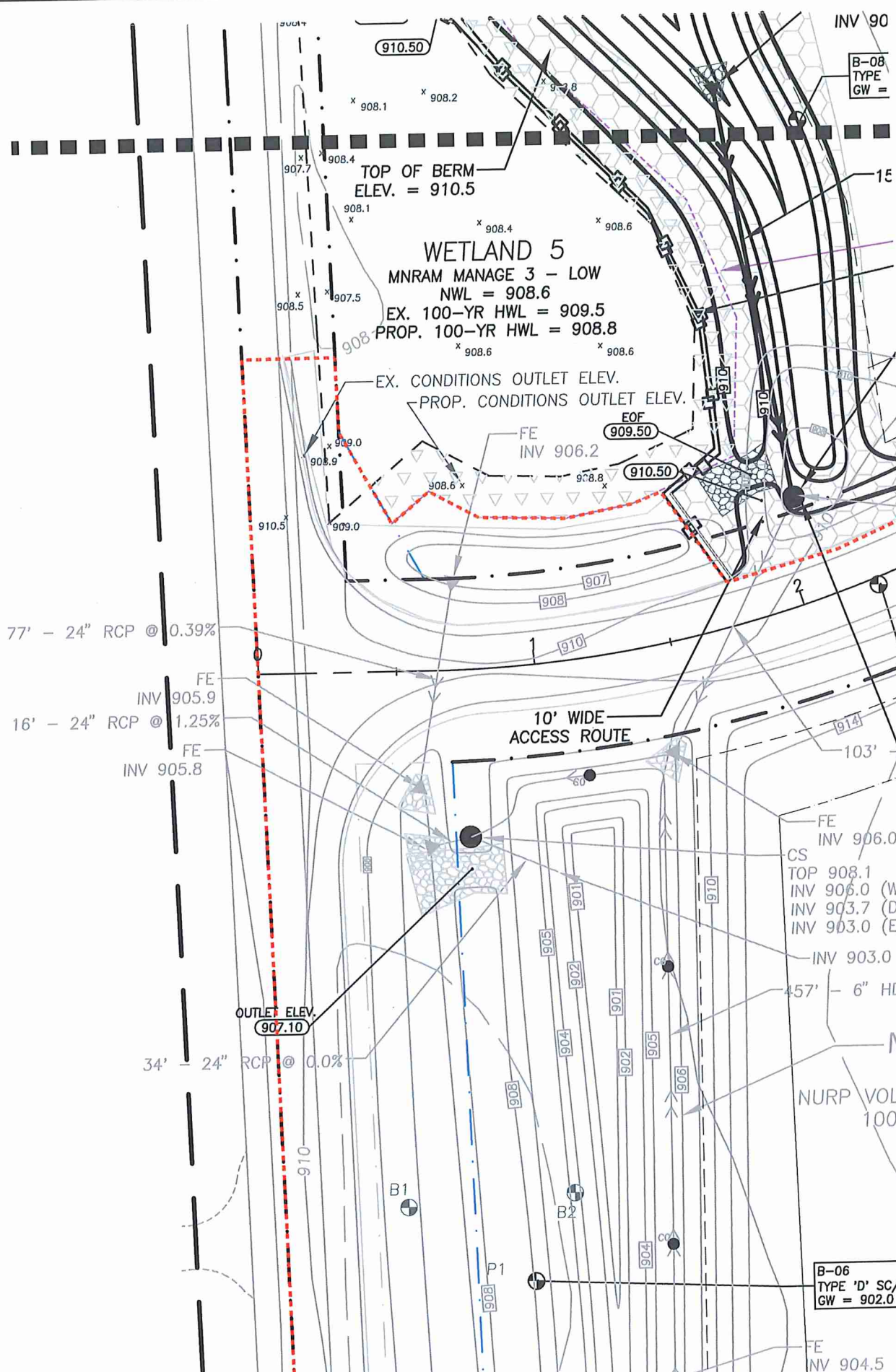
910

910

910

910





INV 90

B-08
TYPE
GW =

910.50

x 908.1 x 908.2

TOP OF BERM
ELEV. = 910.5

WETLAND 5

MNRAM MANAGE 3 - LOW
NWL = 908.6
EX. 100-YR HWL = 909.5
PROP. 100-YR HWL = 908.8

EX. CONDITIONS OUTLET ELEV.
PROP. CONDITIONS OUTLET ELEV.

FE INV 906.2

909.50

910.50

77' - 24" RCP @ 0.39%

FE INV 905.9
16' - 24" RCP @ 1.25%

FE INV 905.8

10' WIDE
ACCESS ROUTE

OUTLET ELEV.
907.10

34' - 24" RCP @ 0.0%

FE INV 906.0
CS
TOP 908.1
INV 906.0 (W)
INV 903.7 (DT)
INV 903.0 (E)

INV 903.0

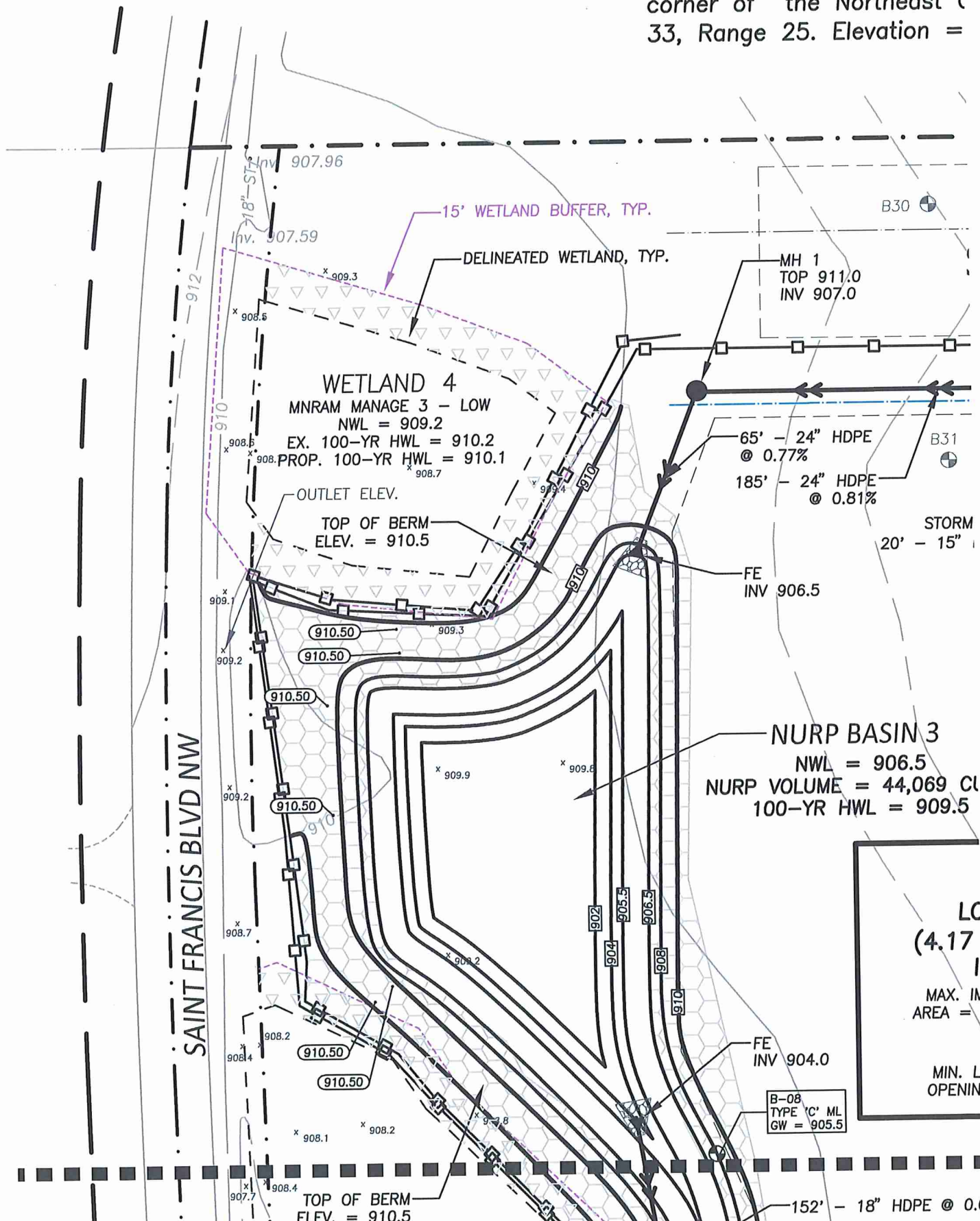
457' - 6" HDF

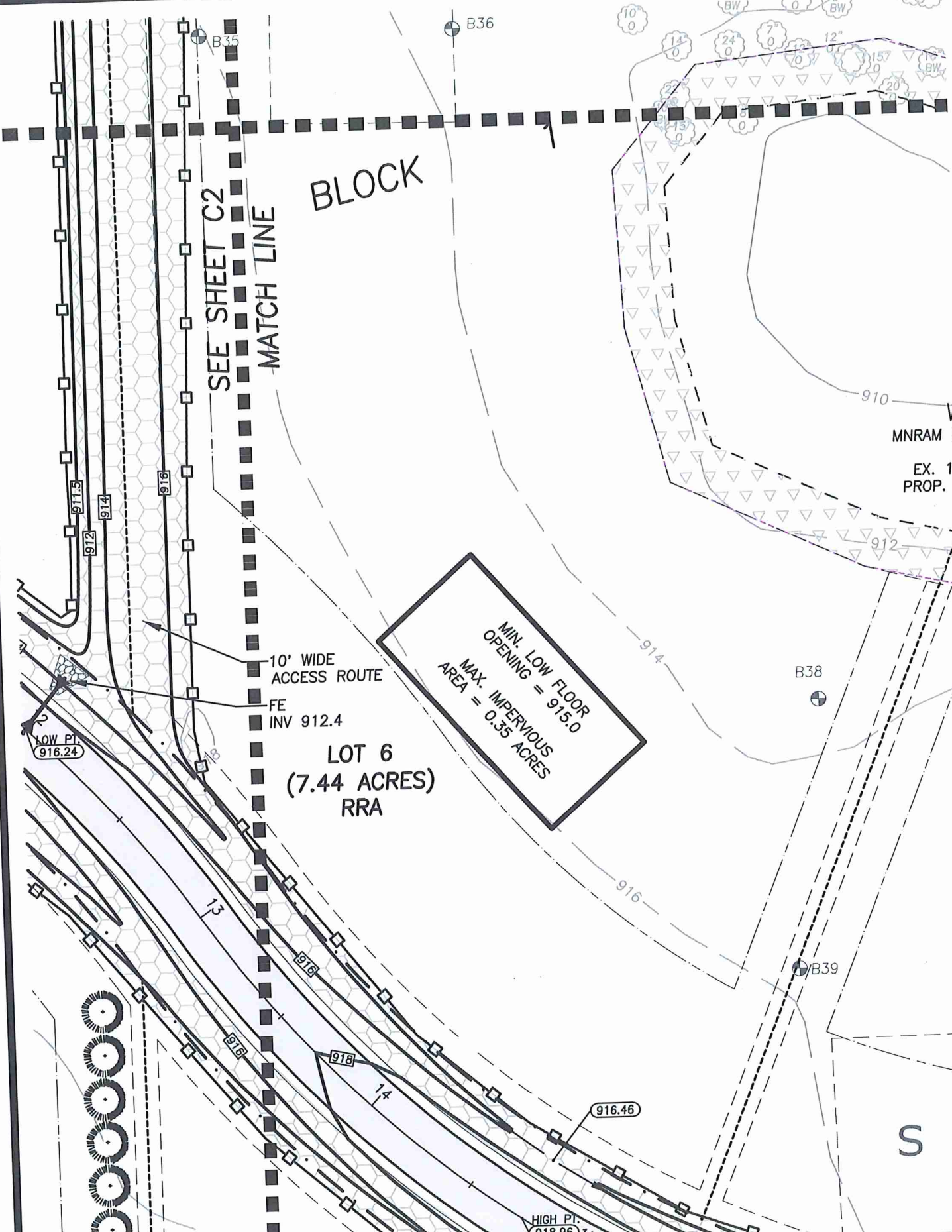
NURP VOLU
100-

B-06
TYPE 'D' SC/SM
GW = 902.0

FE INV 904.5

* Bench mark: Anoka Co corner of the Northeast C 33, Range 25. Elevation =





BLOCK

SEE SHEET C2
MATCH LINE

LOT 6
(7.44 ACRES)
RRA

MIN. LOW FLOOR
OPENING = 915.0
MAX. IMPERVIOUS
AREA = 0.35 ACRES

10' WIDE
ACCESS ROUTE

FE
INV 912.4

LOW PI.
916.24

HIGH PI.
918.96

916.46

910
MNRAM

EX. 1C
PROP. 1

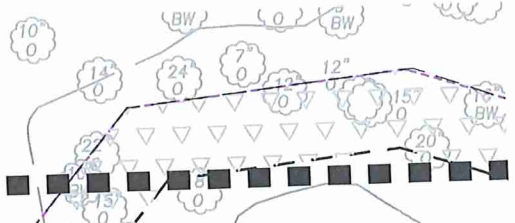
B38

B39

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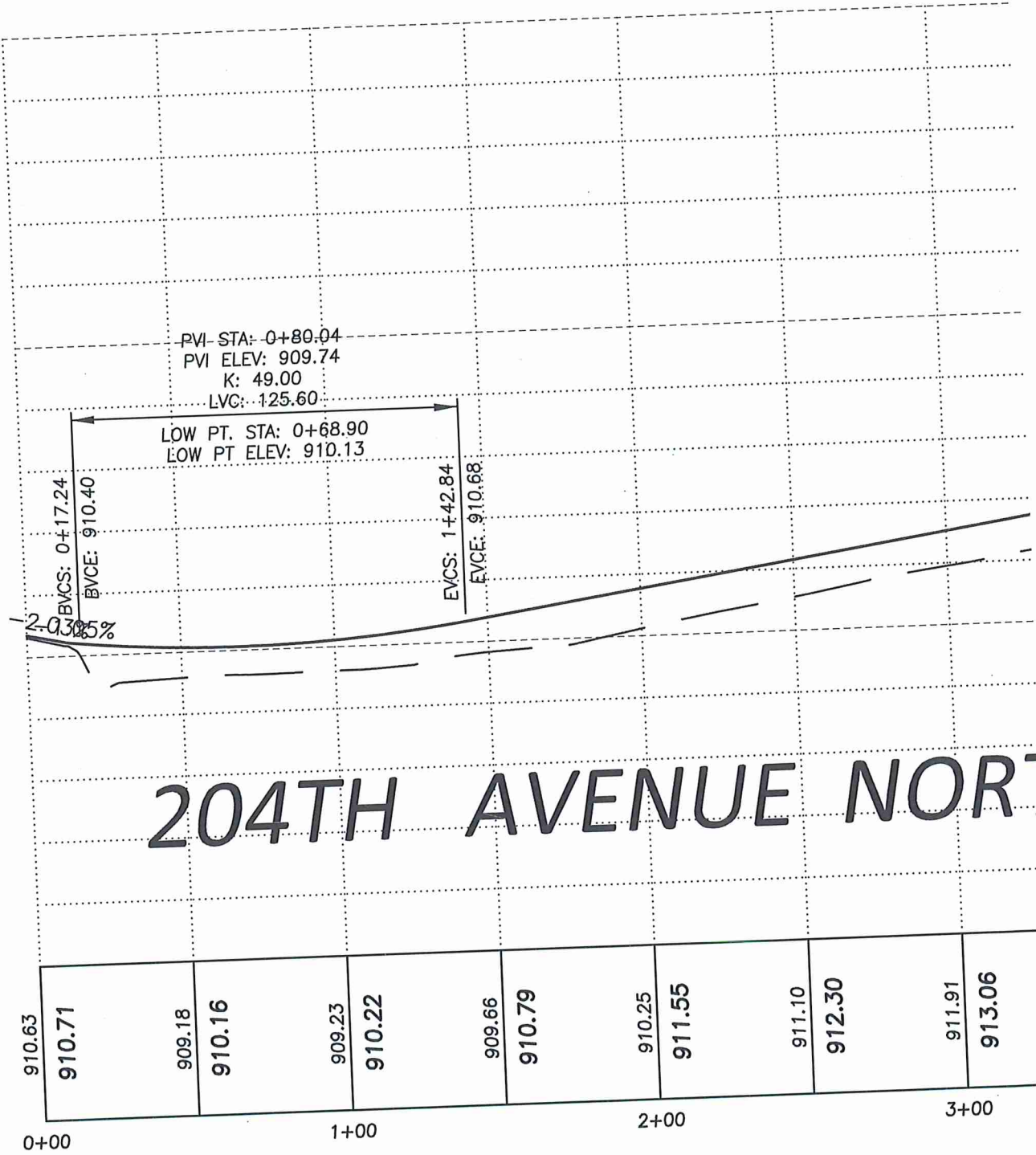
S



930
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914
912
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902
900

910.63	910.71	909.18	910.16	909.23	910.22	909.66	910.79	910.25	911.55	911.10	912.30	911.91	913.06
0+00				1+00				2+00				3+00	

204TH AVENUE NORTH



930

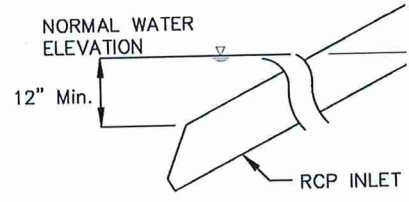
1/2" DIA. X 4" LONG. (S.S) BOL.
FASTEN W/EPOXY ANCHOR SYSTE
(4 REQUIRED)

1" X 1 1/4" STEEL
PLATE W/5/8" Ø HOLE
(4 REQUIRED)
WELD PLATE TO
BOTTOM RING

NOTE:
GRATE SHAL
GALVANIZED

COVER FOR

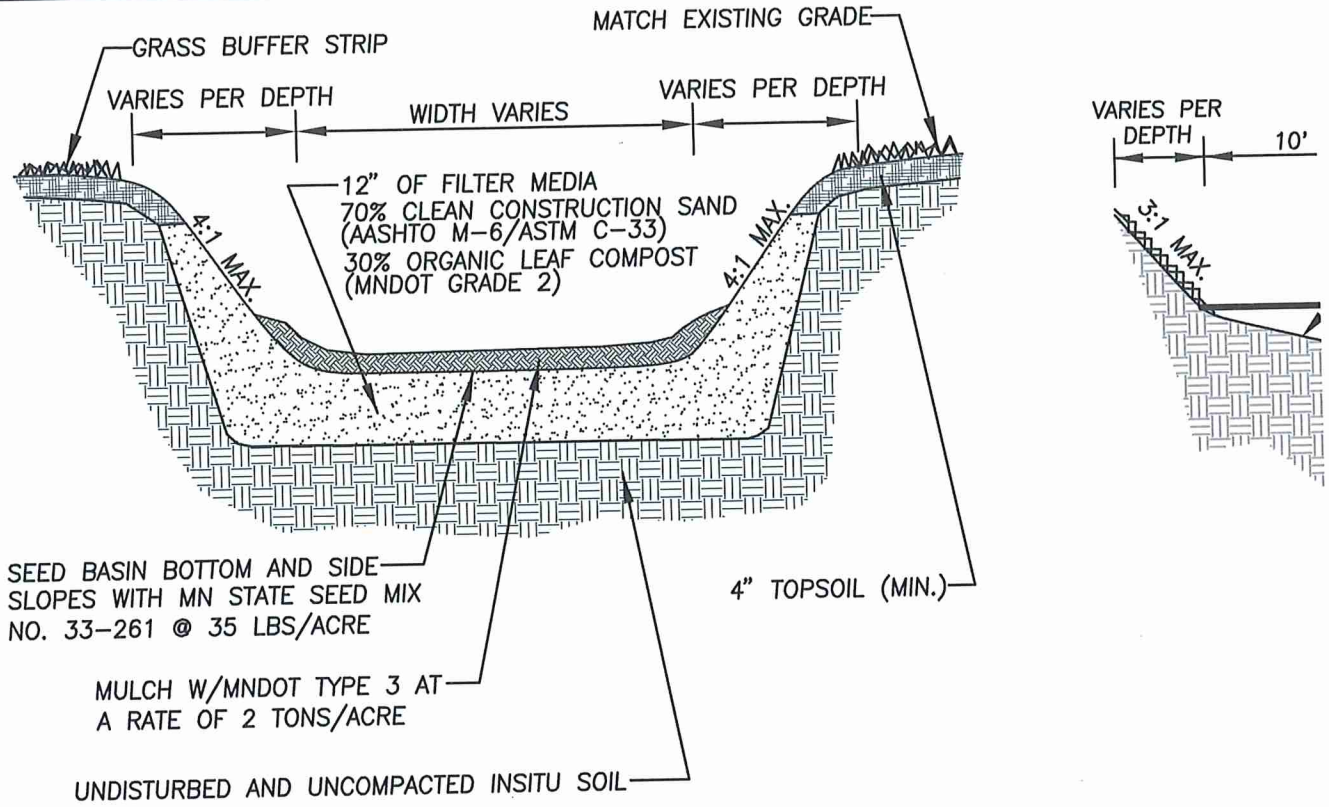
OVERFLOW ELEVATION
SEE PLANS



SKIN

APPROVED



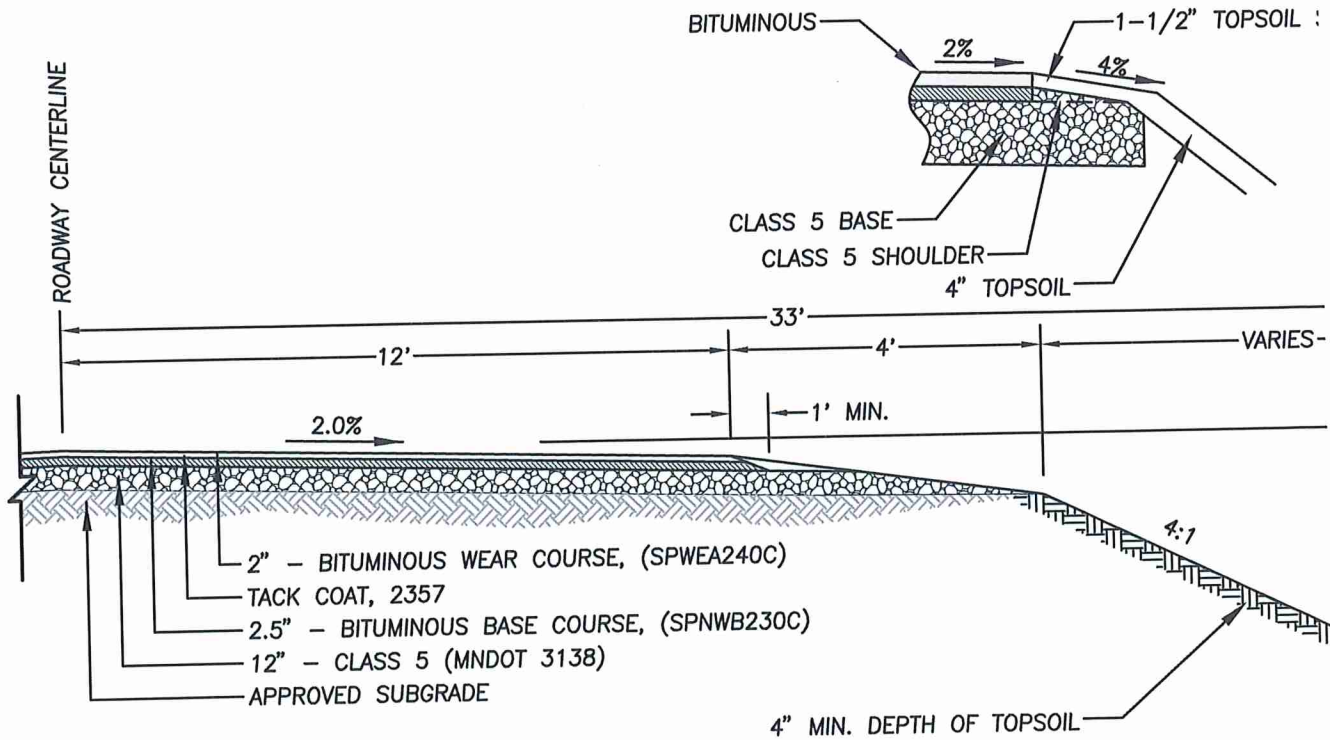


1
C7

INFILTRATION BASIN X-SECTION

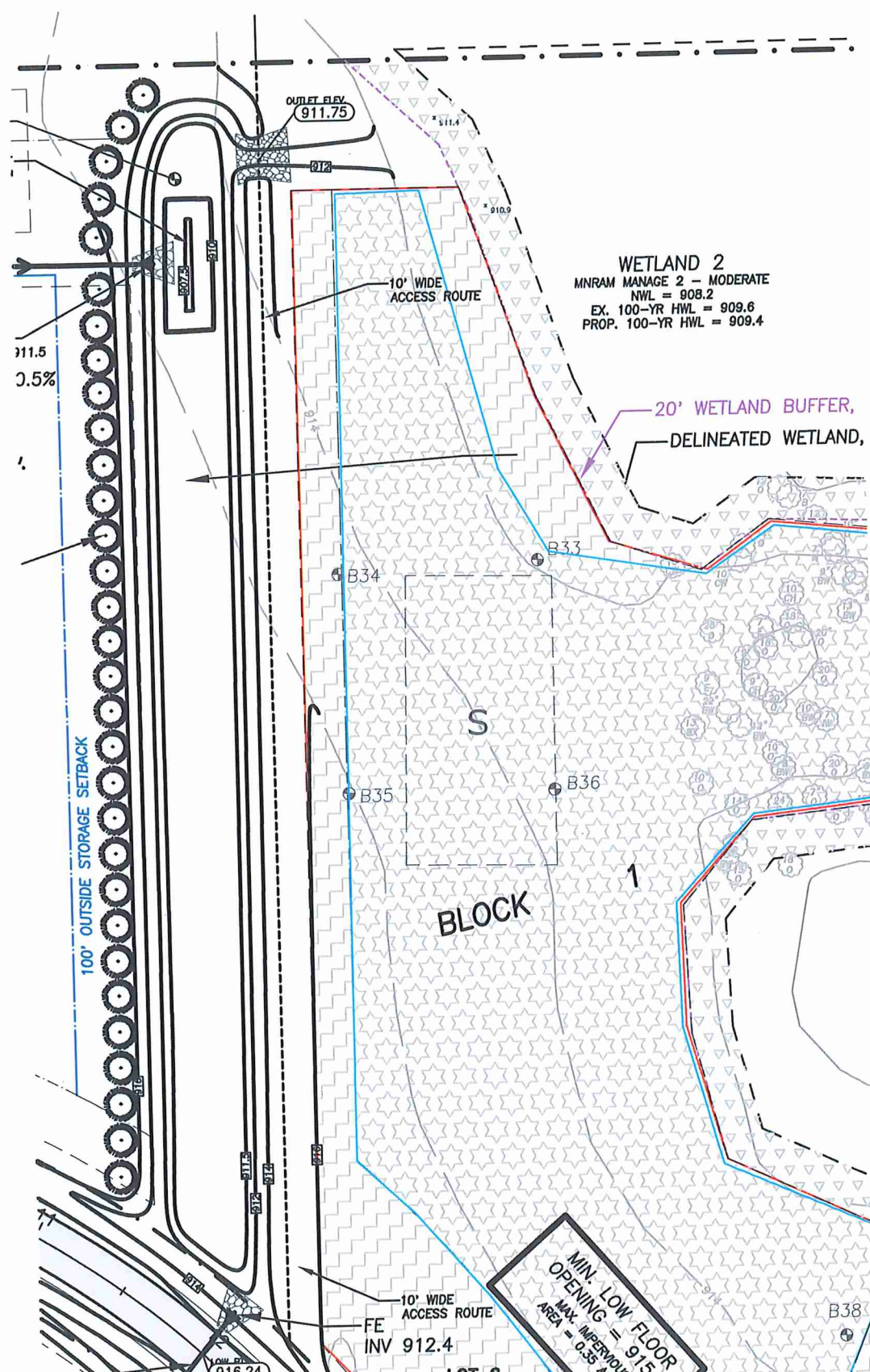
NO SCALE

2
C7



4

ROADWAY SECTION



WETLAND 2
 MNRAM MANAGE 2 - MODERATE
 NWL = 908.2
 EX. 100-YR HWL = 909.6
 PROP. 100-YR HWL = 909.4

20' WETLAND BUFFER,
 DELINEATED WETLAND,

BLOCK 1

MIN. LOW FLOOR
 OPENING = 915.0
 MAX. IMPERVIOUS
 AREA = 0.35 AC

LOT 6

SAINT FRANCIS BLVD NW

Inv. 907.96
Inv. 907.51

15' WETLAND BUFFER, TYP. B30
DELINEATED WETLAND, TYP. S

WETLAND 4
MNRAM MANAGE 3 - LOW
HWL = 909.2
EX. 100-YR HWL = 910.2
PROP. 100-YR HWL = 910.1

LOT 1
(4.17 ACRES)
I-1

LOT 2
(2.00 ACRES)
I-1

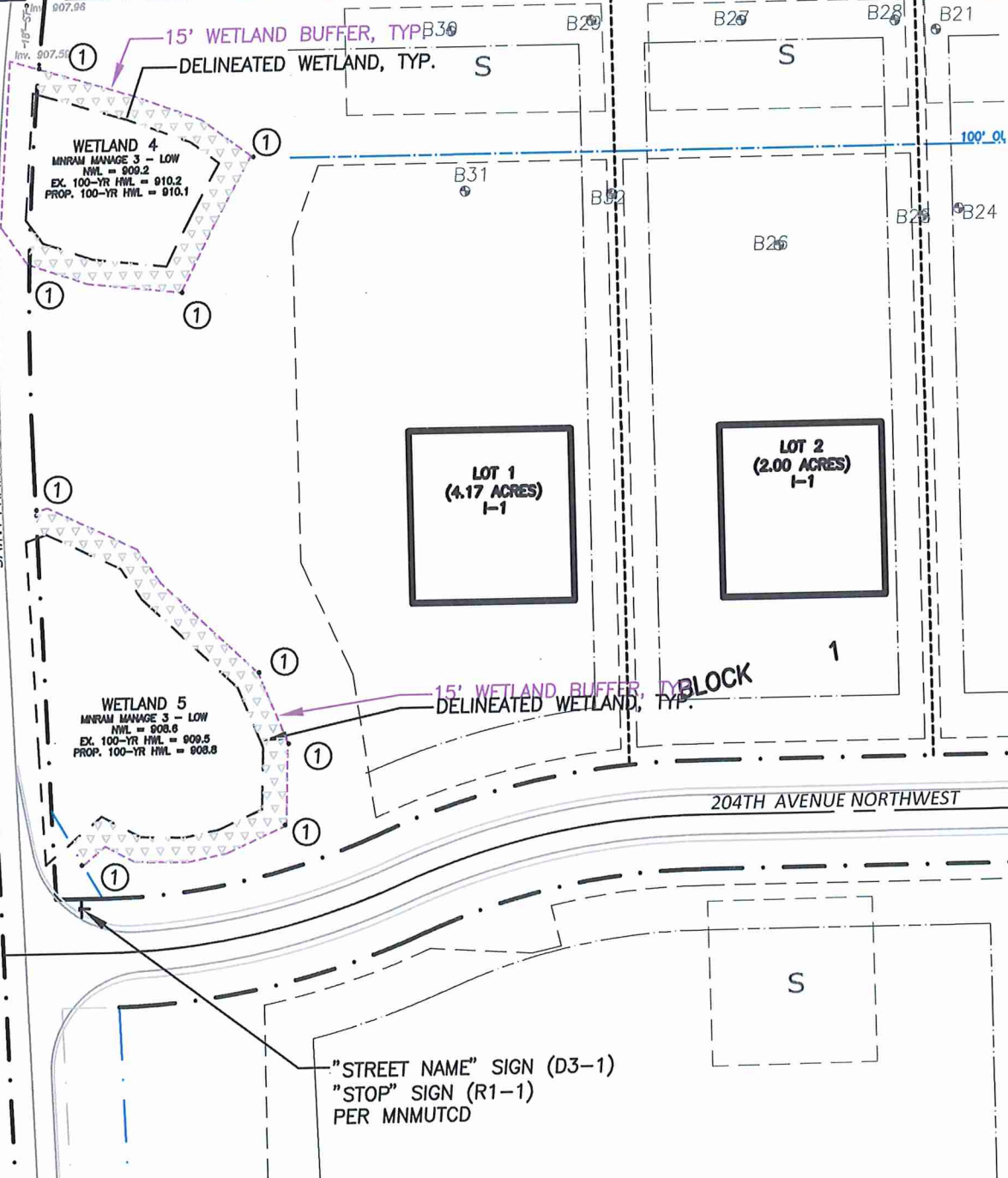
WETLAND 5
MNRAM MANAGE 3 - LOW
HWL = 908.6
EX. 100-YR HWL = 909.5
PROP. 100-YR HWL = 908.6

15' WETLAND BUFFER, TYP. B30
DELINEATED WETLAND, TYP. S

204TH AVENUE NORTHWEST

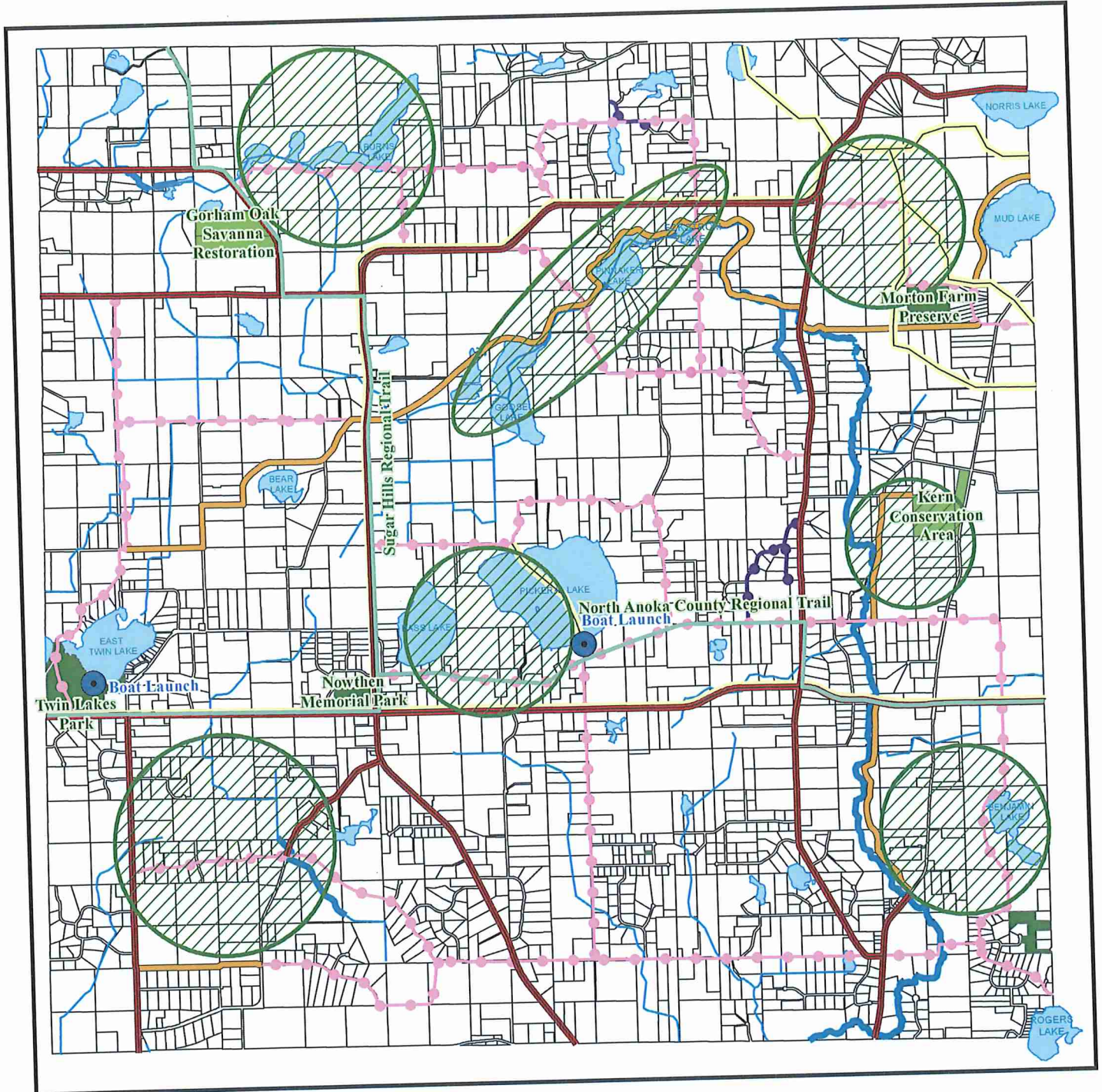
BLOCK

"STREET NAME" SIGN (D3-1)
"STOP" SIGN (R1-1)
PER MNMUTCD



CITY OF NOWTHEN

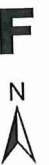
2019 COMPREHENSIVE PLAN



PARK AND TRAIL PLAN

- Snowmobile Trails (Winter Only)
- Potential Natural Trails
- Potential Trail Corridors (County Roads)
- Potential Trail Corridors (City Streets)
- Existing Trails
- Proposed County Regional Trail
- Parks
- Conservation Areas
- Potential Park Search Areas

TPC
The Planning Company



SOURCES: CITY OF NOWTHEN, ANOKA COUNTY, MN DNR, HAA, TPC, 2004 BURNS TOWNSHIP PARK AND TRAIL PLAN

MAP DATE: 27 FEB, 2018

K:\cad_eng\PROJECTS\GIS\TPC\Nowthen\2017CompPlan



**ENGINEERING REVIEW
for City of Nowthen
by
Hakanson Anderson**

Submitted to: City of Nowthen

cc: Liz Stockman, City Planner
Bob Ruppe, City Attorney
Chad & Megan Toft, Applicants
Nicholas Adam, Applicant's Engineer

Reviewed by: Shane Nelson, City Engineer
Andrew Vistad, Assistant City Engineer

Date: 07/08/22

Proposed Project: Toft Second Addition

Street Location: 204xx St. Francis Blvd

Applicant: MMT Holdings LLP / CST Companies

Owners of Record: CST Companies LLC

Jurisdictional Agencies: City of Nowthen, Anoka County, Upper Rum River
(but not limited to) Watershed Management Organization, MnDOT

Permits Required: City Approval, MnDOT Access Permit, NPDES
(but not limited to) Construction Permit, WCA - Wetland Delineation
Approval

INFORMATION AVAILABLE

Preliminary Plat of Toft Second Addition, dated February 8, 2022 prepared by Rehder & Associates, Inc.

Preliminary Plans, dated June 27, 2022, prepared by Rehder & Associates, Inc.

Stormwater Management Plan, dated June 27, 2022, prepared by Rehder & Associates, Inc.

Soil Logs, dated April 23, 2021, prepared by Josh Putt Updated June 14, 2022

Wetland Delineation Report, dated May 4, 2021, prepared by Kjolhaug Environmental Services Company, Inc.

Design Phase Geotechnical Evaluation, dated April 27, 2021, prepared by Chosen Valley Testing

SITE ACCESS / VEHICULAR TRAFFIC

1. The proposed development provides access to the new lots by extending 204th Avenue NW to the east and south. 204th Avenue is proposed to terminate to the east with a permanent cul-de-sac.
2. The right-of-way for Tonto Street NW is proposed to extend to the south plat line. However, the Developer is proposing to only construct a "stub" of Tonto Street due to the presence of the cell tower on the property to the south. Due to the presence of the cell tower, the Developer feels it is unlikely that the property will be subdivided in the next 20-30 years and the pavement will deteriorate due to weathering. If the City Council is in agreement, at a minimum we would recommend that the entire right-of-way is graded to prevent private property owner impacts in the future. We would also recommend that signage be installed indicating that the "STREET WILL BE EXTENDED IN THE FUTURE".

PRELIMINARY PLAT

1. The placement of fill is necessary for Lots 9 and 10, Block 1 to meet the City's buildability requirements, which is acceptable. The placement of fill is depicted in the Grading Plan and shall be completed by the Developer with the other improvements for the plat.
2. During construction of Toft First Addition, a large soil stockpile was observed in the vicinity of Lot 1, Block 2. Review of buildability requirements as it relates to suitability for septic systems shall be provided and verified by the Building Official.

3. We understand the CST Building (Lot 1, Block 1 Toft First Addition) is currently on septic tanks and is pending the review of the Building Official and/or City Council. If additional land is required for the septic system drainfield for the CST site, it will affect the layout of this Preliminary Plat. We recommend that this item is resolved prior to City Council consideration of this Preliminary Plat.
4. The Grading, Drainage & Erosion Control Plan depicts storm sewer across Lots 1-5, Block 1. Drainage facilities which cross multiple lot lines require an easement. Please provide the Easement Agreement for review.

GRADING AND EROSION CONTROL

1. At a minimum, the grading of the road bed for the proposed Tonto Street NW shall be completed with this project. The grading plans shall be revised accordingly.

WETLANDS

1. A wetland delineation report has been received and a Notice of Decision was issued on June 18, 2021.
2. Wetland buffer establishment is required. The Developer has provided a proposed wetland seed mix and has depicted the areas of the wetland buffer establishment on the preliminary plans. The final plans shall include an establishment schedule/plan as required by the URRWMO and City ordinances.
3. Per URRWMO wetland buffer monumentation is required at significant buffer corners and at least every 200 feet along the buffer. The buffer monumentation as depicted in the development signage plan is acceptable.

STORMWATER

1. The Developer is proposing to construct six new stormwater basins to manage the stormwater runoff from the site. As shown in the Stormwater Calculations, the discharge rate from the site will be reduced in the post-development condition for the 2-year, 10-year and 100-year storm events. The Developer is also proposing to infiltrate 1" of stormwater runoff from the new impervious surface. The Stormwater design as proposed conforms to City standards and is acceptable.

SEPTIC SITES

1. Suitability of septic sites to be reviewed by Building Official.

WATER SUPPLY

1. Individual wells are proposed to provide water supply to the proposed lots. Wells must meet requirements of the Minnesota Department of Health and applicable state laws and regulations.

OTHER ITEMS

1. Specifications for all public infrastructure to be installed with this development will be required with the Final Plat application.
2. Zoning review is to be completed by the City Planner and provided under separate cover.
3. Final Plans shall be in accordance with the approved City of Nowthen standards details and Engineering Manual. Final Plans shall include plan and profile sheets.
4. Final plans and Stormwater Report shall be certified by a registered professional engineer.
5. The Developer will be required to enter into a Development Agreement with the City, subject to City Attorney approval.

RECOMMENDATION

We recommend approval of the Preliminary Plat subject to the conditions as outlined herein.

**CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA**

**CITY COUNCIL
FINDINGS & DECISION**

APPROVING:
Toft 2nd Addition Preliminary Plat

APPLICANTS: Chad and Megan Toft
CST Companies/MMT Holdings LLC
5160 204th Avenue NW
Nowthen, MN 55303

APPLICATION: Request for approval of 14 lot Preliminary Plat titled Toft 2nd Addition to create 7 industrial lots and 7 residential lots.

CITY COUNCIL MEETING: July 19, 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:

Whereas, the legal description of the Subject Property is **THAT PRT OF NW1/4 OF NE1/4 OF SEC 24 TWP 33 RGE 25 LYG ELY OF C/L OF ST HWY NO 47, EX THAT PRT LYG WITHIN S 300 FT OF W 841 FT OF SD 1/4,1/4 (AS MEAS ALG W & S LINES THEREOF), ALSO EX RD, SUBJ TO EASE OF REC;**

Whereas, the Subject Property is located on St. Francis Boulevard and has parcel IDs of 24-33-25-12-0005 and 24-33-25-11-0001;

Whereas, the Subject Property is +/- 70 acres in size;

Whereas, the applicant wishes to subdivide 7 industrial lots and 7 residential lots according to Section 10 of the Nowthen City Code which is consistent with the I-1, Industrial zoning and RRA, Rural Residential Agricultural zoning;

Whereas, the applicant will be constructing a local street meeting the minimum standards of the Nowthen Subdivision Ordinance;

Whereas, the proposed use is consistent with the City's 2040 Land Use Plan and the policies and provisions of the 2040 Comprehensive Plan;

Whereas, the Planning Report dated July 8, 2022, prepared by the City Planner, The Planning Company LLC, is incorporated herein;

Whereas, the Engineering Review dated July 8, 2022, prepared by the City Engineer, Hakanson Anderson, is incorporated herein;

Whereas, the Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the Preliminary Plat at their regular meeting on May 25, 2021; the Commission recommended in favor of the request by a vote of 4-0.

DECISION: Based on the foregoing information and applicable ordinances, the City Council approves the **Preliminary Plat of Toft 2nd Addition**, subject to the following:

1. The request meets all platting requirements of Chapter 10 of the Nowthen City Code.
2. All 14 lots meet minimum lot size and street frontage requirements of the I-1, Industrial District, and RRA, Rural Residential Agriculture District.
3. All street designs and construction plans shall be subject to review and approval by the City Engineer.
4. The City Council discuss the paving requirements for Tonto Street.
5. The grading plans show storm sewer across Lots 1-5, Block 1; drainage facilities that cross lot lines require an easement.
6. The final plans shall include an establishment schedule/plan for wetland buffer seed mix as required by the URRWMO and the City Code.
7. Individual Sewage Treatment System design and locations shall be subject to review and approval by MNSpect. All site must be capable of accommodating a Type 1 septic system.
8. All existing healthy trees on the site are to be preserved to the maximum extent feasible.

9. The plat is subject to review and approval of the City Engineer relative to all stormwater, grading, drainage, erosion control issues.
10. Park and trail dedication shall be provided as follows: \$2,000/lot for park dedication x 14 lots and \$500/lot for trail dedication x 14 lots, totaling \$35,000.
11. A landscape plan is submitted for the trees proposed within the buffer area to specify species, minimum size at planting and full growth size.
12. Section 11-4-17.D and E states that all commercial or light manufacturing principal structures shall have a minimum of two thousand (2,000) square foot ground floor area. The size of structures on any lot shall not exceed twenty (20%) percent of the total lot area. The maximum area of impervious land coverage, to include the building and all paved or impervious surfaces, shall not exceed seventy (70%) percent of the total lot area.
13. Section 11-4-13.F states that all single-family housing units must have a dwelling size of at least one thousand two hundred (1,200) square feet above grade on the main level for multi-level or split level homes and eighteen hundred (1,800) square feet for single level homes, excluding any garage area.
14. Section 11-4-13.G states that attached garages may not exceed one hundred (100%) percent of the main floor area of the residential portion of the structure.
15. City Council approval is contingent upon the applicant's entering into a Developer's Agreement with the City and satisfaction of all items outlined therein and referenced in these findings.
16. All development, construction, and uses shall be in accordance with the approved plan and conditions required by the City Council. Any development not in accordance with the approved plan and conditions shall require preparation of revised plans and approval by the City Council.
17. All costs associated with the review of the submitted plan(s) and any other costs generated by the City or its representatives are the responsibility of the applicants, including legal, administrative, and professional costs incurred through consideration of the subdivision request.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

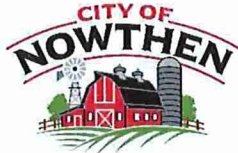
ADOPTED by the City Council of the City of Nowthen this 19th day of July 2022.

CITY OF NOWTHEN

By: _____
Mayor Jeff Pilon

Attest: _____
Frank Boyles, Interim City Administrator

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



REQUEST FOR COUNCIL ACTION

Agenda Item: 6d	Department: Planning	Requested Council Meeting Date: July 19, 2022	Submitted By: Liz Stockman
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TITLE OF ISSUE:
STATUS UPDATE ON COMMERCIAL/INDUSTRIAL DEVELOPMENT MORATORIUM

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The moratorium approved July 13, 2021 is set to expire on July 13, 2022. Please review the attached TPC Memorandum for additional background information and recommendation.

The Planning and Zoning Commission has completed their review of the architectural standards and materials section of the Zoning Ordinance. It has been attached for your review and comment. They will hold a public hearing on July 26, 2022, at their regular meeting, and recommend that the City Council approve the proposed changes on August 9, 2022.

SOURCE OF FUNDING:
 NA

REQUESTED COUNCIL ACTION:

No action required.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
	X		X	

Other: TPC Memorandum



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Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

MEMORANDUM – ITEM 6d, July 19 City Council Agenda

TO: Nowthen Mayor and City Council
Nowthen Interim Administrator Frank Boyles

FROM: Elizabeth Stockman

DATE: July 5, 2022

RE: Nowthen - Status Update on Moratorium Regarding
Commercial/Industrial Architectural Standards

TPC FILE: 122.01

STATUS UPDATE

On July 13, 2021 a moratorium on all new commercial and industrial development was approved by the City Council to allow time to study architectural building standards in the C-1 and I-1 zoning districts. State statute doesn't allow extension of a moratorium past one year unless review and approval is needed from outside agencies or jurisdictions which we do not need for Zoning Ordinance amendments. So, the moratorium is set to expire on July 13, 2022. While the City doesn't have any pending or anticipated new developments in the next 30-60 days, the recommendation from TPC, as well as the City Attorney, is to adopt the changes that have been formulated thus far. Future ordinance amendments can be pursued at any time.

In reviewing the latest version of draft changes proposed as Ordinance 2022-02 at the Planning and Zoning Commission meeting on June 28, 2022, the Commission recommended that the City hold a public hearing at the July 26, 2022 Planning and Zoning Commission meeting. The Commission felt they are most familiar with the document and all agreed that hearings at the Commission meetings are the typical process for ordinance amendments. This requires notification of the newspaper prior to the July 19th City Council meeting.

The most current draft of Ordinance 2022-02 is attached for your review and comment.

- c. Bob Ruppe
- Shane Nelson
- Adrienne Christensen
- Natalie Johnson

projects using the checklist and packet with applicants, Stockman offered to come back to Council with any questions or comments that were received.

Stockman is in the process of refining packets for Single-Family Development, what is needed to be submitted for plan approval. There are separate informational sheets on accessory buildings, lot buildability, all the types of questions Planner Stockman fields are written down, available and given to applicants as part of the Intake Meeting. Blake asked if there would be a comparison with other cities' costs available. Stockman said that is possible. Building permits are based on applicant's value of home, but other fixed fees (escrow & grading) could be itemized. Packets should be available online for potential builders to investigate and evaluate potential costs. Decision to move forward with this Low Priority Checklist and Intake Packet to use immediately, and the High Priority packet will be finalized in the Fall when Engineer Nelson is available to input and new MS4 guidelines can be included.

MOTION BY RAINVILLE TO ADOPT ORDINANCE 2021-02 WITH CHANGES DISCUSSED, NUMBERING CHECKLIST ITEMS, AND LIMITING TREE PLANTING ITEMS TO THE RRT DISTRICT; 2ND BY GREENBERG. Alders asked regarding a timeline for implementation. Planner said she would like to implement the Low-Priority checklist and Packet immediately and get feedback from applicants. **ALL IN FAVOR. MOTION CARRIED.**

e) Ordinance 2021-03: Interim Moratorium on Commercial Development (and Resolution)

Pilon said this is something that he initiated and worked on with Planner Stockman and Attorney Ruppe. He presented that the Council has never discussed what they want the Commercial District to look like, as the Architectural Review Committee has not met. The City has had some inquiries that would begin to shape the Commercial District. Pilon is requesting a moratorium on further development in Commercial Districts for one year until Planning & Zoning and City Council can come up with a definition of Architectural standards and criteria for commercial appearance and aesthetics. This moratorium is not to exceed a year unless Planning & Zoning is unable to establish these standards and criteria.

Planner Stockman explained that the discussion about a moratorium initially came up during talks about industrial storage facilities, so this was a surprise to her when it was switched over to Commercial. When the email request from Dollar General was shared with Council it raised concerns. Stockman thoroughly understands what the Council wants to see in the Commercial District, and her first two questions to Dollar General were 1) Have you ever done a building with different architecture? And 2) Are you willing to subdivide? The answers to both questions were Yes and Yes. Stockman is not completely oblivious to the Council's desires, but she is not sure where this moratorium came from, other than the Dollar General request, because it does not include any Industrial. She wonders if it should include Industrial Development, to cover "2 birds with 1 stone." If the Council is looking at Architectural standards, there were concerns about the Industrial areas, which typically have lesser standards than Commercial areas because they are generally not on main roads. Pilon said that there is nothing in place to prevent things that Council might object to currently from happening again. He wants buildings on the main streets to have a sense of continuity. Some companies are less flexible than others. Greenberg asked Alders how often the Planning and Zoning reviewed Commercial projects and offered suggestions regarding better looking exteriors. Alders agreed with Planner Stockman that this hit him out of left field, because what was discussed 2 months ago was regarding limiting storage buildings in Nowthen. This proposed moratorium has absolutely nothing to do with that issue in his opinion. The idea was to put a moratorium on storage buildings past Name Brand. In Planning & Zoning the Commission did quite a bit of recommendations for better looking exteriors. Alders said that if this could be done quickly, fine, but a year is a long time to impose a moratorium. Pilon said that standard issuance for a moratorium is one year, but can be less. Alders asked if he could call Attorney Ruppe and direct him draft a copy to be brought back to the City Council, or does the City Council say this is what we should do, then direct Ruppe to draft it up so Council can discuss it. He said it feels like Staff was directed to go after a moratorium on no more storage facilities, and what came back was something from left field requesting to halt everything for a full year on a completely different Commercial thing.

Rainville said she sees the two, storage moratorium and Commercial District moratorium, as separate issues. This moratorium being presented was brought forward by an inquiry that she has never seen Dollar General look any different than their model. This moratorium Resolution gives Council opportunity to determine what it wants the city to look like.

Blake asked if this should have been a Request for Council Action instead of a Resolution. Pilon responded that he put it together as a request to the Attorney asking for legal input. Attorney Ruppe took it and ran it as a Resolution, worked with Planner Stockman regarding the Ordinance aspect, and it took on a life of its own because of the inquiries pending. Blake repeated her question regarding if the proper way to have done this would have been a Request for Council Action. The response was Yes, it should have. Blake then said that now there is a problem, because all of this was being done without the entire Council having any input. Greenberg asked Planner Stockman for a guess regarding how many C-1 businesses

would be affected with a one-year moratorium. Stockman guessed maybe 1 or 2, but there is a way to request an exception within the moratorium if they can prove they are coming forward with a design and an architecture that's acceptable to the Council. It could be granted, but the bigger question is, what is the goal. She doesn't think they need to be as detailed as an historic town, but they could have just some basics regarding what they like in some of the existing buildings, and what they don't want. There is a fine line between squelching design abilities versus requesting certain architecture. It is doable in less than a year, but it depends on who is tasked with the work. TPC has experience with this. With the newly zoned Commercial land on Viking Blvd, the City needs to be careful to not stifle interest in development there, but it would be easier with a handout or manual to guide development. Greenberg presented that if this moratorium were passed, Planner Stockman could explain to interested Commercial developers about the current moratorium and assure them that the Council is open to listening to any request and will examine it, clarifying with them the guidelines the Architectural Committee may establish and request them to be included in developer's building plans.

Alders does not completely disagree with the idea of establishing Architectural standards, but he totally disagrees with the process regarding this so far. The Council directed the team to go in one direction and Pilon came up with his own Ordinance that the Council is now reviewing. That is not what should be done as a team. Pilon said he did not direct the Ordinance, and Alders challenged him on that, asking if Pilon didn't just admit that he had worked with Attorney Ruppe to come up with what was presented at this meeting. Pilon said Planner Stockman came up with the Ordinance. Alders asked Pilon if he directed Stockman to develop the Ordinance. Stockman said that she did not come up with the Ordinance. Alders asked who drafted what was in front of the Council. Pilon said he asked Ruppe how to present this and was told that he needed to draft a Resolution, which should have been attached to an RCA. After Ruppe and Stockman got it, Pilon said that he was expecting it to come back as a Request for Council Action (RCA). Stockman asked how she would be able to do an RCA when Pilon had initiated it. Alders agreed. Stockman said that is not how it works, and Pilon knows very well that he directed Attorney Ruppe to draft an Ordinance and a Resolution. When Ruppe called her the Friday before the 4th of July weekend, this was already in process. Stockman agrees that there should be something in place to guide Architectural design. However, the point is that when this moratorium discussion first came about, it was regarding limiting requirements to a particular property owner. She thought that was very inappropriate and should regulate all Commercial Districts or none at all. Alders stated that he is extremely frustrated when staff is instructed to specifically do something without the full Council's knowledge of it. This could easily have been discussed at a Council meeting, and a motion could have been made to draft an Ordinance regarding a Moratorium. This discussion is being had now anyway, and that's the way it needs to work. Blake agreed that is the way a City Council should work – all members get in on the information.

Greenberg said it sounds like legally it needs to be drafted as it was presented if the Council is going to be looking at limiting certain entities from building in the City. He likes the option that entities can still work through the moratorium if they still want to build. However, he thinks the standards could become grandiose and the process could take a very long time. He thinks a way to get around that is to implement methods currently being used by the city, in reviewing other cities' guidelines for architecture, and maybe that will help get things halfway done. He thinks it will be a long process for the Architectural Review Committee to hash this out and agree. Blake wanted to clarify that once the standards are in place, if an entity wants to come in and build and agrees to the standards, the Council will be able to vote on it. Alders said yes, the Council would be allowed to vote on it. Blake asked if this was an effort to limit certain kinds of businesses in the City. Stockman assured her that legally that is not allowed. The type/use of the business allowed is guided by the Zoning Ordinance, but the brand of business cannot be restricted if it is a permitted use in that district. Discussion about finding building design likes and dislikes in various communities. Stockman said it can be difficult and time consuming, as one thing leads to another. Discussions about the look of the boulevard can lead to defining tree placement, which direction delivery doors face, parking lot aesthetics, etc. Discussion about including both Industrial and Commercial building in this moratorium. Original discussions were regarding storage buildings, and Alders asked if this moratorium even addressed that issue. Pilon said that a City can limit the number of similar businesses, the separation between similar businesses, and limit the location of similar businesses. Industrial is allowed within Commercial Districts, so the architectural standards may also want to address the standards for industrial businesses on a main city street.

MOTION BY RAINVILLE TO APPROVE THE RESOLUTION ADOPTING INTERIM ORDINANCE 2021-03 ENACTING A ONE-YEAR MORATORIUM ON NEW INDUSTRIAL AND COMMERCIAL DEVELOPMENT IN ALL INDUSTRIAL AND COMMERCIAL ZONING DISTRICTS, PENDING THE STUDY OF POSSIBLE LEGISLATIVE ACTION; 2ND BY PILON FOR DISCUSSION.

CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA

ORDINANCE NO. 2022-02

AN ORDINANCE AMENDING SECTIONS 11-2, 11-5 AND 11-6 OF THE NOWTHEN CITY CODE TO DEFINE MORE DETAILED ARCHITECTURAL STANDARDS AND SITE DESIGN FOR COMMERCIAL AND INDUSTRIAL USES.

The City Council for the City of Nowthen hereby ordains:

SECTION 1. City Code Section 11-2, is hereby amended to add the following:

Definitions:

Integral Color: Integral color is a blended oxide pigment available in dry and liquid form that's combined with concrete in a ready-mix truck and placed on-site for a rich, fade-resistant finished product.

Parapet: A low protective wall along the edge of a roof, bridge, or balcony.

SECTION 2. City Code Section 11-5, is hereby amended to read as follows:

SECTION 5

BUILDING TYPE AND CONSTRUCTION

Section:

11-5-1	Purpose
11-5-2	General Provisions
11-5-3	Exterior Building Finishes

11-5-1: PURPOSE: Buildings in all zoning districts shall maintain a high standard of architectural and aesthetic compatibility with surrounding area properties. All buildings shall contribute positively to community image in regard to design, architectural style, material quality, visual aesthetics, permanence and stability.

11-5-2: GENERAL PROVISIONS:

A. General Design Concept: Building and/or project designs shall utilize materials, colors, or details to meet the intent of these architectural standards.

- B. Design Elements: Projects may be required to utilize building ornamentation features, including, but not limited to: columns, arches, parapets, cornices, friezes, canopies, moldings, dentils, corbels, quoins, rustication, vaults, domes, and cupolas.
- C. Corporate Identity: The intent and purpose of these architectural standards supersede corporate identity designs; when a corporate identity design does not meet the intent and purpose of the architectural standards, the corporate identity design shall be limited to the area immediately adjacent to the main entry but shall otherwise be consistent with the intent of this Section.
- D. All commercial and industrial uses shall coordinate site and built elements into a unified design including architecture, parking lots, pedestrian/bike access, environment, utilities and signage.

11-5-3: EXTERIOR BUILDING FINISHES:

- A. **Materials.** For the purpose of this subsection, allowed building materials shall be divided into categories as follows:
 - 1. Grade A:
 - a. Brick or custom masonry units (CMU) having a brick-like appearance.
 - b. Natural or artificial stone.
 - c. Glass.
 - 2. Grade B:
 - a. Integral color specialty concrete block such as textured, burnished block or rock faced block.
 - b. Integral color architecturally precast concrete panels having an exposed aggregate, light sandblast, acid etch, form liner, tooled, natural stone veneer, brick face and/or cast stone type finish.
 - c. Masonry stucco.
 - d. Ceramic.
 - e. Exterior insulation and finish system (EIFS).

- f. Opaque panels.
- g. Ornamental metal.
- h. Fiber-cement exterior siding.

3. Grade C:

- a. Integral color smooth as cast concrete block.
- b. Integral color smooth scored concrete block.
- c. Integral color smooth as cast concrete panels.
- d. Integral color architecturally precast concrete panels having a smooth as cast finish.
- e. Glass block.
- f. Wood, natural or composite, provided that the surfaces are finished for exterior use or the wood is of proven durability for exterior use, such as cedar, redwood or cypress.

4. Grade D:

- a. Steel, aluminum.

5. Grade E:

- a. Vinyl.

B. Steel Or Aluminum Buildings: Except in association with farms as defined by this Chapter, no galvanized or unfinished steel or unfinished aluminum buildings (walls or roofs), except those specifically intended to have a corrosive designed finish such as COR-TEN steel shall be permitted in any zoning district.

1. Roofs on non-residential buildings (clear coat or painted), provided:

- a. A standing seam design is used with hidden fasteners,
- b. Special precautions shall be exercised when using Galvalume in certain situations; as noted by the manufacturer, contact with the following products should be avoided:
 - i. Contact with concrete, masonry or other highly alkaline products.

- ii. Contact with copper, lead or moisture-wicking building materials.
 - iii. Animal confinement areas with high-ammonia content.
 - c. The roof pitch does not exceed 3/12 for clear coat, bare-look finishes.
 - d. Roof pitches greater than 3/12 must have a painted finish.
 - 2. Walls on non-residential buildings incorporating steel or aluminum shall be required to have a painted finish. (Ordinance 2019-02, Adopted July 9, 2019)
- C. Foundations: Building foundations not exceeding one foot (1') and other such portions of a building's facade below the elevation of the first floor need not comply with the requirements for the primary facade treatment or materials.
- D. Exceptions: Garage doors, pedestrian doors, window/door trim, flashing and other trim, shall not constitute required materials that make up the exterior finish of a building for the purposes of this section, ~~but shall be considered color accents if not consistent with the structure's primary colors.~~
- E. **Residential Uses:**
- 1. The primary exterior building finish for residential uses shall consist of grade A, B, C, D, and/or E materials.
- F. **Commercial, Office & Institutional Uses & C-1 Zoning Districts:** The exterior of buildings within commercial districts shall include a variation in building materials and forms to be distributed throughout the facade and coordinated into the design of the structure to create an architecturally balanced appearance and shall comply with the following requirements:
- 1. The primary exterior building finish shall consist of grade A, B, and/or C materials except that the exterior building finish for any side facing a collector or arterial street shall be composed of at least sixty five percent (65%) grade A materials and not more than thirty five percent (35%) grade B or grade C materials only.
 - 2. All sides of the principal and accessory structures are to have essentially the same or coordinated harmonious exterior finish treatment.
- G. **Industrial, Warehouse, Manufacturing & I-1 Zoning Districts:**
- 1. The primary exterior building finish shall consist of grade A, B, C, and/or D materials.

2. Steel or aluminum curtain wall panels (nonstructural, non-load bearing) shall be allowed within industrial districts provided that:
 - a. The panels are factory fabricated and finished with a durable non-fade surface and their fasteners are of a corrosion resistant design.
 - b. The building shall be required to be faced with grade A, B, C or D material on wall surfaces abutting public rights of way, a nonindustrial zoning district, an adjacent industrial building with brick, wood, stone or decorative concrete wall surfaces, residential uses, or public areas. The required wall surface treatment may allow a maximum of fifty percent (50%) of the metal or fiberglass wall to remain exposed if it is coordinated into the architectural design and is similar to the building frontage.

H. **Exterior Material Colors – Commercial & Industrial Uses:**

1. For the primary or principal color scheme over a minimum of eighty percent (80%) of any building, commercial and industrial uses shall utilize exterior material colors which are primarily earth tones, subtle, neutral or muted colors which shall blend with or complement the surrounding area environment and landscape.
2. Up to three (3) accent colors may be used to complement the overall architecture and provide visual variety to commercial/industrial buildings, but shall not include neon colors or reflective materials unless specifically approved by the City Council when associated with a logo or brand. This standard does not apply to murals or public art approved by the City Council.
3. Color accent considerations shall include fade resistant, contrasting colors, color enhancement and tonal variations of entries, partial walls, awnings, window/door trim, shutters, porches/balconies, columns, banding, signs, or other design details, but in no case shall such coloring exceed twenty percent (20%) of each wall area.

4. Exceptions:

- a. Garage doors, pedestrian doors, window/door trim, flashing and other trim shall be considered color accents if not consistent with the structure's primary colors.
- b. For the purpose of this Section, exterior finish materials requiring integral color shall not include natural, untreated or untinted concrete.

~~4. Integral Color: For the purpose of this Section, exterior finish materials requiring integral color shall not include natural, untreated or untinted concrete.~~

I. **Architectural Standards and the Development Review Process:**

It is the City's intent to establish guidelines for improving the site and architectural design of commercial/industrial areas throughout the City. These guidelines may be interpreted with some flexibility in their application to specific projects as not all design criteria may be appropriate for each project. In some circumstances, a guideline may be relaxed (not eliminated) in order to accomplish another, more important guideline. The overall objective is to ensure that the intent and spirit of the design guidelines are followed. The ultimate goal of the development review process is to attain the best possible project.

J. **Commercial Architectural Standards:**

1. Post frame buildings constructed with steel or aluminum siding shall be prohibited.
- ~~2. Structures must create a visual interest that is consistent with the community's identity and character.~~
- ~~3.2.~~ Structures shall contain at least one visually significant entrance visible from the adjacent public street which incorporates peaked roof forms, arches, canopies, parapets, glassed vestibules, tower elements or other vertical features.
- ~~4.3.~~ Commercial buildings ~~which shall~~ have ground floor facades that face one or more adjacent public streets ~~shall that~~ contain windows, entry areas, awnings/overhangs, or other architectural elements which are inviting to and at a scale consistent with pedestrian use. If the site configuration, visibility or access to the structure is such that pedestrian access is not safe, desirable or attainable, other means of architecture and landscaping shall be used to ensure aesthetic views from public rights-of-way.
- ~~5.4.~~ Multi-use commercial buildings or individual structures shall be grouped on larger sites and coordinated among separate sites to create a city center feel and stimulate pedestrian activity.
- ~~6.5.~~ Windows should be generously used and have a significant appearance in the elevation design for all sides of a structure which face public rights-of-

way and where pedestrian activity is planned or anticipated and have a large significant appearance in the elevation design.

- 7.6. Buildings shall have consistent use of the same materials on all elevations.
- 8.7. Visual and physical links shall be established between commercial buildings through site planning/amenities, architecture, common exterior spaces, pedestrian connections/walkways and landscaping.
- 9.8. A single, large, dominant building mass shall be avoided to the extent feasible. Specifically, horizontal masses shall not exceed a height to width ratio of 1:3 without substantial variation in massing that includes a change in height, projecting or recessed elements, wall articulation (wall plane projections, bays, offsets, or reveals), windows and ornamentation to mitigate their scale.
- 10.9. Landscaping and screening shall be utilized to buffer large spans of wall space without doors or windows in locations adjacent to public street rights-of-way, City-owned land, parks/trails and areas adjacent to residential land uses or those areas guided/zoned for future residential uses.

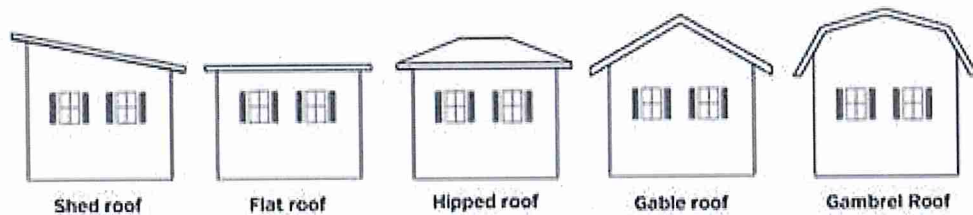
K. **Industrial Architectural Standards:**

1. The character, style, materials and scale of buildings should be compatible with adjacent land uses and buildings.
2. A single, large, dominant building mass shall be avoided to the extent feasible. Specifically, horizontal masses shall not exceed a height to width ratio of 1:5 without substantial variation in massing that includes a change in height and projecting or recessed elements.
3. Façades shall be designed to reduce the mass/scale and uniform ~~powering~~ appearance of large unadorned walls through the use of detail and scale. Façades ~~must~~ shall provide an architectural rhythm through changes in roof lines, texture, color or trim.
4. The relationship between the office and warehouse/manufacturing portions of a building shall be unified; the office portion shall not be the only portion to contain Grade A and B materials.
5. Structures shall contain at least one visually significant entrance visible from the adjacent public street which incorporates peaked roof forms, arches, canopies, parapets, glassed vestibules, tower elements or other vertical features.

6. Large spans of solid wall space may not face public streets, ~~and shall incorporate design features to provide some architectural interest.~~

L. Other Requirements:

1. Back of Parapets: The back of parapets that are visible shall be finished with materials and colors compatible with the front of the parapet.
2. Exposed Roof Materials: Exposed roof materials shall be similar to, or an architectural equivalent of a three hundred (300) pound or better asphalt or fiberglass shingle, wooden shingle, standing seam metal roof or better.
3. Roofs should complement the architecture and overall mass of a structure and harmonize with surrounding development. Parapet walls and roof systems shall be designed to conceal all roof-mounted mechanical equipment from view to adjacent properties and public rights-of-way to the extent feasible. The use of varied roof lines is encouraged. Permitted roof styles include gable, hipped, shed or gambrel roofs. Flat roofs are permitted if they blend with adjacent structures, are sufficiently disguised through the use of parapet walls or as may be approved by the City Council as part of an architectural design.



4. Screening of Building Equipment and Utilities.
 - i. New structures and structures which expand the gross square footage of the structure by more than fifty percent (50%) shall be required to place all utility service lines underground. Any new service to an existing building shall be placed underground.
 - ii. All building equipment and utilities, including but not limited to HVAC systems, gas services, electric services, and phone/internet services shall be screened from view of street rights-of-way and all adjacent properties whether ground-mounted or roof-top mounted.
 - iii. Electronic surveillance equipment and alarm hardware shall be as invisible and unobtrusive as possible.

- iv. Required screening of refuse and recycling containers, parking and loading areas shall be regulated by Section 11-4-17.

M. Expansions:

1. Remodeling or maintenance of existing buildings that do not increase the floor area of the existing structure shall be regulated by Section 11-4-1 (non-conforming uses/structures) of this Chapter.
2. Additions of less than fifty percent (50%) of the floor area of the existing building shall use the same or higher-grade materials as the existing structure.
3. Not more than one (1) exterior wall designed for removal to allow future building expansion may be allowed to use Grade D materials notwithstanding other applicable provisions of this section provided that the wall does not face a public street.

N. Exceptions: Exceptions to the provisions of this Section may be granted as a conditional use subject to the following criteria:

1. The use is an essential service as defined by this Chapter; or
2. The applicant shall have the burden of demonstrating that:
 - a. The proposed building maintains the quality in design and materials intended by this Chapter.
 - b. The proposed building design and materials are compatible and in harmony with other structures within the district.
 - c. The justification for deviation from the requirements of this Section shall not be based on economic considerations.

SECTION 3. City Code Section 11-6-2, Parking, is hereby amended as follows:

E. Lot Design:

1. Commercial properties shall have convenient customer and visitor parking in front yards and shall be required to locate a minimum of fifty (50) percent

of all required parking spaces in side or rear yards except when street access or a difficult site configuration necessitates a front yard location.

2. Reciprocal access between adjacent commercial/industrial projects shall be required where properties front on limited access roadways and where local street access or frontage roads do not exist/cannot be established in accordance with the City's Comprehensive Plan.
3. Except in the case of single-family dwellings, parking areas and their aisles shall be developed in compliance with the standards on the following parking lot dimension table.

PARKING LOT DIMENSIONS TABLE									
Angle of Parking (degree)	Stall Width	Curb Length Per Car	Stall Depth	Aisle Width	Angle of Parking (degree)	Stall Width	Curb Length Per Car	Stall Depth	Aisle Width
0	9'0"	23'0"	9'0"	12'0"	50	9'0"	11'9"	20'5"	12'0"
20	9'0"	26'4"	15'0"	11'0"	60	9'0"	10'5"	21'0"	18'0"
30	9'0"	18'0"	17'4"	11'0"	70	9'0"	9'8"	21'0"	19'0"
40	9'0"	14'0"	19'2"	12'0"	80	9'0"	9'2"	20'4"	24'0"
45	9'0"	12'9"	19'10"	13'0"	90	9'0"	9'0"	20'0"	22'0"

Note: This table pertains to a wall-to-wall situation. In calculating dimensions, two (2) feet may be subtracted from each stall depth for each overhang and overlap. No subtraction for overlap is allowed for angles greater than sixty (60) degrees.

A = Angle of Parking
 B = Stall Width
 C = Curb Length per Car
 D = Stall Length
 E = Stall Depth
 F = Aisle Width
 G = Overlap
 H = Overhang

SECTION 4. This Ordinance shall be effective immediately upon its passage and publication.

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

Jeff Pilon, Mayor

ATTEST:

Frank Boyles, Interim City Administrator

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



REQUEST FOR COUNCIL ACTION

Agenda Item: 7A	Department: City Council	Requested Council Meeting Date: July 19, 2022	Submitted By: Interim City Administrator
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TITLE OF ISSUE: CONSIDER APPROVAL OF RESOLUTION 2022-XX NAMING THE NOWTHEN CITY ADMINISTRATOR AND AUTHORIZING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT ON BEHALF OF THE CITY

BACKGROUND AND SUPPLEMENTAL INFORMATION: On October 30, 2021, the city's administrative staff resigned in unison. On November 1, 2021, the city council retained an interim city administrator and hired two administrative employees in mid-November of 2021. The three have been attending to city affairs ever since.

Earlier this year the city council concurred that its highest priority was to hire a new, long term city administrator utilizing a professional firm. Proposals were solicited from three firms. The firm of DDA and Associates was retained.

The city council with the assistance of DDA prepared a community profile, job description for the administrator and salary range. Applications were solicited for thirty days in several paper and electronic publications. At the end of that period, twenty-five applicants expressed an interest.

The council's hiring committee of Mayor Pilon and Council Member Blake helped the council reduce the number of applicants. Fourteen applicants were provided to the full city council which reduced the number to six finalists.

One finalist dropped out and five were interviewed by the city council on July 11 and 14. The city council voted unanimously to have the Hiring Committee together with the City Attorney, DDA representative and the interim city administrator negotiate a contract with the new administrator.

The city attorney has prepared an agreement using the interim city administrator agreement as a template. Modifications were made to the document to address benefits received by full time employees. A starting salary of \$xxx,xxx per annum has been negotiated with a performance evaluation in six months and performance evaluation and salary review in one year.

_____ first workday will be _____. The interim city administrator has agreed to stay until that time and to provide overlap as the new administrator and city council may desire.

SOURCE OF FUNDING: General Fund-100-41420-100

REQUESTED COUNCIL ACTION: Motion and second to approve Resolution 2022-xx naming _____ as the new Nowthen City Administrator effective _____ and authorizing the mayor to execute the employment agreement on behalf of the city.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X		X		

Other:

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



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

RESOLUTION No. 2022-XX

A RESOLUTION NAMING THE NOWTHEN CITY ADMINISTRATOR AND AUTHORIZING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT ON BEHALF OF THE CITY

WHEREAS the City of Nowthen has retained the firm DDA and Associates to assist with the recruitment and appointment for a new city administrator; and,

WHEREAS _____ is named as the new as the new City Administrator effective _____, 2022; and,

WHEREAS Mayor Pilon, Councilmember Blake, DDA representative Melvin, and Interim City Administrator Boyles have been directed and have completed negotiations with the new City Administrator; and,

WHEREAS, the City Attorney has memorialized the agreements in an employment agreement which has been executed by the new City Administrator.

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. That _____ is named Nowthen City Administrator effective _____ 2022.
3. That the employment agreement prepared by the City Attorney is hereby approved and the Mayor is Authorized to execute the document on behalf of the City

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

And the following voted against the same:

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

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST
By: FRANK BOYLES
Its Interim City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 7B	Department: Administration	Requested Council Meeting Date: July 19, 2022	Submitted By: Interim City Administrator
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TITLE OF ISSUE: CONSIDER REPORT REGARDING HOURS OF OPERATION OF CITY RECYCLING CENTER.

BACKGROUND AND SUPPLEMENTAL INFORMATION: Mr. Sam Corn, a Nowthen Resident attended the June city council meeting asking for an increase in the operating hours of the recycling facility. He indicated that most people who work a 9 to 5, Monday through Friday work schedule have difficulty recycling because the city's current hours of 11am to 5pm Tuesday through Saturday conflict with this schedule. He suggested that the city council amend the hours by making more recycling hours available.

Aside from Mr. Corn's comments I have confirmed with city council and staff members that they have received few if any complaints about recycling hours of operation. To get a feel for the activity levels at the recycling center, I reviewed the statistics kept by the attendant for the months of April and June. My findings are as follows: 1) The highest concentration of customers daily occurs from 11 am to 1pm, 2) The busiest days, in terms of numbers of customers are Saturdays and Tuesdays. 3) The number of customers daily tends to slow toward the end of the day (but the amount of material per customer may be higher).

SOURCE OF FUNDING: General Fund 100-43110-103

REQUESTED COUNCIL ACTION: To provide more recycle time for 9am to 5pm M-F work week customers, it is recommended that two hours be added each to Tuesday and Thursday so the new hours will be 11 to 7pm those two days. Saturday hours be reduced by two hours from 11 to 5pm to 11 to 3pm starting the week of July 25, 2022. This proposal takes advantage of Saturday as a non-workday for most, adds four evening hours-two each Tuesday and Thursday- and minimizes the additional recycling center costs since it adds only two hours by reducing hours on Saturday. I have reviewed this proposal with the recycling attendant, and he concurs with it.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map

Other: None



REQUEST FOR COUNCIL ACTION

Agenda Item: 7C	Department: Administration	Requested Council Meeting Date: July 19, 2022	Submitted By: Interim City Administrator
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TITLE OF ISSUE: CONSIDER APPROVAL OF RESOLUTION 2022-XX AUTHORIZING DISPOSAL OF ONE 1989 TORO 580D 12 GANG PRODUCTION MOWER THROUGH MINNBID AUCTION

BACKGROUND AND SUPPLEMENTAL INFORMATION: Local, County and State Governments utilize considerable equipment to deliver their vast array of services. The equipment eventually wears out and becomes surplus as newer equipment takes its place. That is what has happened to the city's 1989 Toro 580D production lawn mower which has been replaced by a 2011 mower.

The city purchased the 580D mower used years ago from the City of Maple Plain. At the time of purchase, it had approximately five thousand hours of use. Five thousand hours for this piece of equipment is considered a complete life. Despite that fact, the Toro served the city for years up until last year it was scheduled for replacement in the capital improvement program. Earlier this year the mower was replaced with a 2011 mower with only two thousand hours on it.

MINNBID is a state created online and in person auction site so that public agencies can abide by state law in disposing of used equipment paid for by the public. To use the site, we first decide whether we want to participate online or in person. The next in person auction is in October. It appears most beneficial to participate in an online auction which will be sooner and take seven to ten days.

SOURCE OF FUNDING: Purchaser of mower.

REQUESTED COUNCIL ACTION: Motion and second to approve Resolution 20220-xx authorizing the disposal of the 1989 Toro Ground master 580D through MINNBID Online Auction. It is hard to know what the mower will sell for. The minimum bid we recommend placing on it is \$5000. Under normal circumstances it would be more like \$1000 or less. But because new and even used mowers are unavailable the prices are unpredictable. If the mower sold for \$5000 the consignment fee from the State would be 6% or \$300. It may be that this minimum is too high, and we will have to enter the mower into a new auction, but at least we will know we did not leave money on the table.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

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



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

RESOLUTION No. 2022-XX

A RESOLUTION AUTHORIZING DISPOSAL OF ONE 1989 TORO 580D 16 GAUGE GROUND MASTER PRODUCTION MOWER THROUGH MNNBID AUCTION

WHEREAS in February 2012 the City of Nowthen purchased a Toro Ground master 580-D from the City of Maple Plain; and,

WHEREAS the Toro Ground master 580D has been used by the city from 2012 until 2022 and has now been replaced by a 2012 Toro 4100 and,

WHEREAS the Toro Ground Master 580-D has amassed 6882 hours which is almost 1900 hours over its expected life; and,

WHEREAS the equipment no longer possesses a street speed and has started to burn oil.

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 Toro Ground Master 580-D is deemed to be surplus equipment.
3. The staff is authorized to sell the mower for \$5,000.00 or more through MINN BID Auction and pay the state prescribed consignment fees, therefore.

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

And the following voted against the same:

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

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: FRANK BOYLES
Its Interim City Administrator

Online Auction Request

Online auctions run for 7 to 10 days. Each lot is run as a separate auction. Inspections will be done by appointment only. Please provide all the information below along with digital photos of the lots and copies of titles for all vehicles and trailers. **BIDDER PAYMENTS MUST BE A CERTIFIED CHECK OR MONEY ORDER MADE PAYABLE TO SURPLUS SERVICES.** Full payments must be sent to Surplus Services as soon as possible.

Contact information

Department/Agency:	City of Nowthen, Minnesota		
Contact Name:	Frank Boyles, Interim City Administrator		
Address:	8188 199th Ave. NW Nowthen, MN. 55330		
Email:	cityclerk@nowthenmn.net		
Phone:	763-441-1347		
Item Location:	Same as above		
Deposit Info		Remittance	
Vendor Number:		Address:	

Lot Information

Please review our website: www.MinnBid.org. Look over some of the past and current Online Auctions. This will give you an idea of what the information should be provided in the Remarks section.

LOT 1

Year	1998	Make	Toro	Model	Ground master 580D
VIN/Serial Number	30581-80248				
Mileage	6882 hours+	Condition	Fair-Good	Reserve Price (optional)	\$ 950.00
Remarks: Any known Defects and options the unit may have	(See attached maintenance sheet.) Defects: ① No Street gear ② burning some oil.				

LOT 2

Year		Make		Model	
VIN/Serial Number					
Mileage		Condition		Reserve Price (optional)	\$
Remarks: Any known Defects and options the unit may have					

Toro Groundsmater 580-D
serial # 30581-80248

1998
MTI - 763 592 5600

account # 7003531

air filter 98-0801 wix#46562
oil filter 99-2143 wix#57106
fuel filter- 70-5730 wix#33394
fuel/water filter 69-1770
hydro filter 691720 wix#51859

blades standard 69-6
atomic 107-0
11 blades total

2/9/2012 Picked up from maple plain 6,341hrs
4/9/2012 removed oil pan to have repaired replaced primer pump for fuel
6/25/2012 had oil pan replaced front crank seal replaced seal in drive motor front orbit motor rebuilt by
7/10/2012 timing gear cover replaced oil seal and o ring replaced by mti
8/28/12 replaced main drive belt on front mower deck
12/31/2012 replaced fuel line going from inline filter to water fuel filter changed oil and oil/fuel filters
6/11/2013 replaced hyd line going to test port: replaced flex plate from motor to hyd pump replaced a. t.
10/18/2013 changed oil & filter air filter fuel filter 6456 hrs
6/11/14 replaced fuel line and fuel filter
7/2/14 repaired return fuel line ..
7/18/14 replaced return line from inj pump to tank replace electric fuel pump
5/5/17 took to crawford eq had oil leak fixed
6/30/17 replaced starter
1/16/2018 replaced steering cyl and ball joint
11/8/2019 changed oil and filters greased and sharpened blades 6882 hrs.
6/2/21 two new pulley on front deck hyd line leaking took to lano eq to have replaced
5/23 22 changed oil and filters

LOT 3

Year		Make		Model	
VIN/Serial Number					
Mileage		Condition		Reserve Price (optional)	\$
Remarks: Any known Defects and options the unit may have					

LOT 4

Year		Make		Model	
VIN/Serial Number					
Mileage		Condition		Reserve Price (optional)	\$
Remarks: Any known Defects and options the unit may have					

LOT 5

Year		Make		Model	
VIN/Serial Number					
Mileage		Condition		Reserve Price (optional)	\$
Remarks: Any known Defects and options the unit may have					

BIDDER PAYMENTS MUST BE A CERTIFIED CHECK OR MONEY ORDER MADE PAYABLE TO SURPLUS SERVICES. Full payments must be sent to Surplus Services, 5420 Old Highway 8, Arden Hills, MN 55112 as soon as possible.

I certify that this is property owned by agency submitting this form and is not subject to any lien, restriction, or other encumbrance.

Authorized Signature

Title

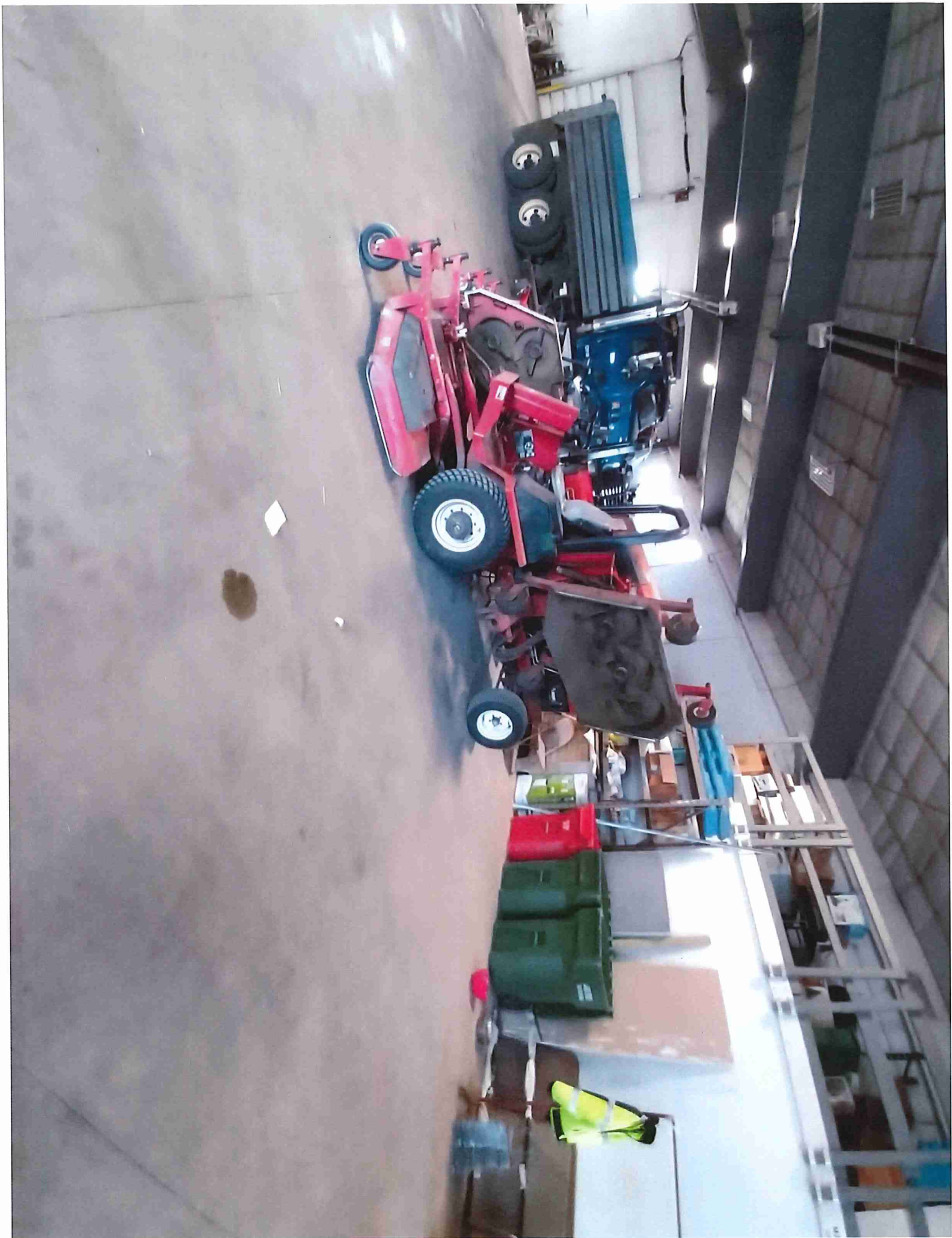
Date

Surplus Services Use Only

	Surplus Services Authorization







Online Auction Terms & Conditions

TERMS AND CONDITIONS

- Bidders must be registered, and in good standing with the State of Minnesota Surplus Services.
- Bidders must be at least 18 years of age to enter into a contract with the State of Minnesota Surplus Services.
- Do not place bids for items you do not intend to purchase.
- Pursuant to Minn. Stat. 168.27 Subd. 8. (b), anyone purchasing more than five motor vehicles in any 12-month period must have a valid dealer's license.
- Employees of the state or a political subdivision may purchase no more than one motor vehicle from the state at any one auction, pursuant to Minn. Stat. 15.054.
- Bidder agrees for and on behalf of bidder, bidder's heirs, successors and assigns that bidder shall indemnify and hold the Department of Administration harmless from and against any claim, demand or cause of action arising or alleged to have arisen out of the sale or failure to sell any items including claims for personal or bodily injury, death or contract damages.
- Potential bidders are advised that physical inspection of the sale items will be accommodated by appointment only unless otherwise specified.
- Sale items are sold "as is, where is", with no expressed or implied warranty or guarantees. The state of Minnesota is not responsible for any omissions or errors in the description of items being offered for sale. The descriptions of the items have been done by personnel untrained in these areas. Photos are merely representative of the items and may not be relied upon for disclosure of all defects. **ALL SALES ARE FINAL.**
- The State of Minnesota Surplus Services reserves the right, at its absolute discretion, to reject any and/or all bids considered as not in its best interest. The State of Minnesota Surplus Services also reserves the right to withdraw an item at any time - including during the bidding process.
- Bidders are responsible for verifying their bid prior to selecting the "Place Bid" button. Once bids are placed, the bid cannot be altered or changed.
- **Online auction** items must be paid for in full within ten days from the date of the award. If not paid and claimed, the State of Minnesota Surplus Services reserves the right to auction, in its sole discretion, any such items after the aforementioned seven-day period. Payment may be made in the form of a money order or cashier's check made payable to "Surplus Services". *Cash will not be accepted.*
- **Live auction** items must be paid for and removed the day of the auction.
- Winning bidders also assume responsibility for all applicable taxes, title transfer and registration fees. Buyers exempt from paying the tax must present a copy of their Tax Exemption Certificate with their sales and use tax number and a signed certificate of exemption.
- Winning bidders must appear in person at the time of pick up and must be prepared to remove the items from the property at the time of payment. Items will not be shipped; removal is the sole responsibility of the bidder.
- Motor Vehicle titles for titled vehicles and titled trailers will be provided if available when the vehicle is paid for, in full. Documentation (Certificate of Origin, abandonment paperwork, etc.) to acquire titles through Minnesota DVS for untitled vehicles will be presented to the winning bidder when the vehicle is paid for, in full. For vehicles not previously titled the winning bidder will be required to apply for a title through DVS, the process may take several months to complete. Open titles cannot be issued. Winning bidders must transfer the title immediately and obtain plates to drive the vehicle or arrange for towing. A 21 -Day permit will not be issued.
- A fee of up to \$75 may be charged to replace lost titles, certificates of origin, lien releases, etc.

- Motor Vehicle titles for titled vehicles and titled trailers will be provided if available when the vehicle is paid for, in full. Documentation (Certificate of Origin, abandonment paperwork, etc.) to acquire titles through Minnesota DVS for untitled vehicles will be presented to the winning bidder when the vehicle is paid for, in full. For vehicles not previously titled the winning bidder will be required to apply for a title through DVS, the process may take several months to complete. Open titles cannot be issued. Winning bidders must transfer the title immediately and obtain plates to drive the vehicle or arrange for towing. A 21 – Day permit will not be issued.
- A fee of up to \$75 may be charged to replace lost titles, certificates of origin, lien releases, etc.
- Bidders and/or registered users may be disabled and barred from future participation in State of Minnesota Surplus Services auctions for any of the following:
 - Failure to comply with the Terms and Conditions as stated.
 - Failure to make good and timely payment for the item(s) awarded.
 - Failure to claim purchases.
 - Intentional disruption of the auction process.
 - Suspicious or incomplete registration information.

I have read and accept the agreement



REQUEST FOR COUNCIL ACTION

Agenda Item: 7D	Department: Public Works	Requested Council Meeting Date: July 19, 2022	Submitted By: PW Supervisor
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TITLE OF ISSUE: CONSIDER APPROVAL OF RESOLUTION 2022-XX, AUTHORIZING THE PURCHASE OF CLASS 5 TO TOP DRESS 6700 LINEAL FEET. OF TWIN LAKES PARKWAY AND 1250 LINEAL FEET OF SPRING HILL ROAD

BACKGROUND AND SUPPLEMENTAL INFORMATION: One of the city council's five priorities is the preparation of a five-year Capital Improvement Program. A program for roads has been prepared and adopted by the city council.

The city council also expressed a preference for proceeding with maintenance projects this year. The 2022 budget line item for gravel and sand, included \$67,000.00.

With this allocation, we had hoped to purchase and apply calcium chloride to about eleven miles of class 5 streets and top dress various gravel roads. Two roads for which there is insufficient funds are: 6700 ft of Twin Lakes Parkway at a cost of \$14,800.00, and 1250 ft of Spring Hill Road for \$2,750.00. The total cost would be \$17,550.

These roads are by no means the most travelled in the community. But they are difficult to maintain as there is insufficient gravel on each prohibiting the creation of the correct to center crown. That means that the roads tend to hold water, wash into the drainage ditches, washboard more readily and consequently require greater maintenance attention.

SOURCE OF FUNDING: Normally these costs would be drawn from 100-43110-440-Gravel and Rock. This line-item has been consumed by previous class five purchases. Most significantly the calcium chloride which is normally \$30,000 is paid for here. This year the dust control cost the city council previously approved was \$45,000 and so funding must be drawn from elsewhere. To the extent this is necessary the funds will be drawn from the General Fund Reserve.

REQUESTED COUNCIL ACTION: The issue here is does the city council wish to continue its road maintenance efforts in 2022 despite current economic circumstances? Because the roads continue to break down, the staff encourages the council to do so. If the council also supports this position a Motion and second to adopt the Resolution 2022-xx as proposed or with amendments is in order.

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



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

RESOLUTION No. 2022-XX

A RESOLUTION AUTHORIZING THE PURCHASE OF CLASS 5 TO TOP DRESS 6700 LINEAL FEET OF TWIN LAKES PARKWAY AND 1250 LINEAL FEET OF SPRING HILL ROAD.

WHEREAS Both Twin Lakes Parkway and Spring Hill Road need top dressing to restore the center crown of both roadways to improve the safety and maintenance of each; and,

WHEREAS The City Council desires to continue road maintenance to combat degradation of city roadways.

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 Staff is hereby authorized to acquire and apply 6708 lineal feet (2951 tons) of class 5 on Twin Lakes Parkway and 240 lineal feet (550 Tons), on Spring Hill Rd.
3. Funds for this purchase in the amount of approximately \$17,505.00 are to be drawn from 100-43110-440 and supplemented by the General Fund as May be necessary.

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

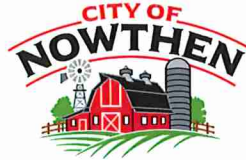
And the following voted against the same:

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

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: FRANK BOYLES
Its Interim City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 7E	Department: Administration	Requested Council Meeting Date: July 19, 2022	Submitted By: Deputy Clerk
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TITLE OF ISSUE: CONSIDER APPROVAL OF RESOLUTION 2022-XX AUTHORIZING THE HIRE OF A TEMPORARY PART TIME EMPLOYEE TO COMPLETE SCANNING OF PAPER RECORDS

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The previous three member staff started to scan active files. We were told that they completed about half of the active files. The current staff had hoped that we could integrate file scanning into our day-to-day work.

We have been successful in scanning new documents we have created since they are digital. But we have made no progress on scanning the active files which were here when we arrived or have been added by outside sources like paper inspection notices.

What is more, there is a ten by twenty-two-foot room which contains historic files stacked on seven-foot-tall shelves. We have found there is not sufficient time to complete day to day work and complete the scanning operation. Scanning is not particularly complex, but it is time consuming.

The request to the city council is twofold. On one hand, the office has been arranged to accommodate another workstation. The workstation does not have a computer. We estimate the cost of a computer and necessary equipment to be \$1500.

Wages are estimated to be \$15 per hour plus mandatory contributions for 20 hours each week times 25 weeks for a total of \$7500. The total estimated cost is \$9000.

SOURCE OF FUNDING: General Fund Reserve

REQUESTED COUNCIL ACTION: Motion and second to adopt Resolution 2022-xx authorizing the hire of a temporary part time employee to complete scanning of paper records. Funding will be drawn from ARPA funds received by the city for such purposes.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

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



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

RESOLUTION No. 2022-XX

A RESOLUTION AUTHORIZING THE HIRE OF A TEMPORARY PART TIME EMPLOYEE TO COMPLETE SCANNING OF PAPER RECORDS

WHEREAS A file scanning project was initiated by the previous staff at Nowthen, Minnesota; and,

WHEREAS the file scanning project has been stalled for lack of personnel; and,

WHEREAS an employee is needed to complete the scanning process and to retain materials in accordance with the data practices; and,

WHEREAS it is expected that the project will be \$9,000.00.

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. An expenditure for this purpose is authorized up to \$9,000.00
3. Funds for this project will be drawn from ARPA funding.

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

And the following voted against the same:

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

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: FRANK BOYLES
Its Interim City Administrator