

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



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

Nowthen City Council
November 10, 2022
Agenda @ 7:00 pm

1. Call to Order
 - Pledge of Allegiance
 - Roll Call
 - Approve Agenda
2. Floor Item
3. Consent Agenda
 - A) Approval of City Council Minutes of Regular Meeting on October 11, 2022 and Work Session Meeting Minutes for October 20, 2022.
 - B) Approval of Claims October 12, 2022 - November 7, 2022, and Treasurer's Report.
 - C) Accept Donation from Elk River Youth Hockey Association.
4. Sheriff's Report
5. Fire Department
 - A) Approval of Resolution 2022-XX allowing the purchase of a boat to assist the City of Nowthen Fire Department with water type rescues.
6. Assessors' presentation
7. Planning & Zoning
 - A) Consider approval of a 50-foot shoreland setback variance for 20885 Engen Boulevard.
 - B) Consider denial of an amended CUP application for a cell tower located at 5606 Verde Valley Rd.
 - C) Consider approval of a final assessment list certified for 2023 tax roll. **PUBLIC HEARING**
8. Administrator Update
 - A) Update on the 2023 Fee Schedule
 - B) Election Update
 - C) Update regarding moving Natalie from Part-time to Full time
 - D) 2023 Employee Benefits Package
9. City Council
 - A) **OLD BUSINESS**
 1. Gambling Ordinance Update
 - B) **NEW BUSINESS**
 1. Discussion regarding the Economic Development Fund Account at Pine River State Bank with balance of \$2,489.02.
 2. Approval of Resolution 2022-XX Appointing the City Assessor for 2023-2022
 3. Approval of Resolution 2022-XX allowing the purchase of a snow blower attachment for the skid loader.
10. Adjourn

**Nowthen City Council
October 11, 2022
Regular Meeting Minutes**

1. CALL TO ORDER

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

Present: Council Members Blake, Greenberg, and Rainville.

Also in attendance: Administrator Lehner, Deputy Clerk Johnson, Lieutenant Jacobson, Assistant Fire Chief Lawrence.

Absent: Council Member Alder

MOTION BY COUNCIL MEMBER BLAKE, SECONDED BY GREENBERG TO APPROVE THE AGENDA. MOTION CARRIED. 4 AYES.

2. FLOOR ITEMS

None

3. CONSENT AGENDA

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY BLAKE TO ACCEPT THE CONSENT AGENDA AS PRESENTED.

4. SHERIFF'S REPORT

Deputy Jacobson stated Anoka County Sheriff's Department responded to 144 calls in Nowthen in September. These calls included 1 to Bar None, 1 Alarm, 3 Medicals, and 1 Animal Complaint.

Several vehicle crashes in September, including a motorcycle accident.

The Sheriff's Department deputies are targeting areas with speeding problems based on residents' complaints.

The mayor stated they had a meeting at Bar None today. After last year, they had an action plan. They were to have stable staffing, which they seem to have done and the calls directly to the Sheriff's Department are down 30 calls this year compared to last year. Bar None representatives stated they appreciate the Sheriff's Department being proactive coming to Bar None and also for taking some of kids fishing.

Council Member Rainville thanked the Sheriff's Department for participating in the Heritage Festival.

5. FIRE DEPARTMENT

Assistant Chief Lawrence reported the Nowthen Fire Department responded to 15 incidents in the month of September (13 less than last month).

Notable calls included assisting Ramsey on a house fire, a vehicle fire in Nowthen, a single vehicle rollover and assisting the Sheriff's Department with a motorcycle accident.

State aid was made available, an increase of what was expected; \$26,000 will be directly deposited into PERA for the fire fighters. This 2021 aid was paid in 2022. Asst. Chief Lawrence worked diligently with Interim Administrator Boyles to get special qualification to receive this funding. Thank you!

The Fire Department had one applicant and had started him through the process; however, due to personal circumstances, he has withdrawn for now.

Council Member Rainville thanked the Fire Department for holding an open house during the Heritage Festival. It was a huge success, and the kids loved the Nowthen Fire Helmets.

The fire tanker is still on schedule for a January 2023 delivery; however, Hurricane Ian hit the area hard. Asst. Chief Lawrence will follow up on the delivery schedule.

6. ADMINISTRATOR UPDATE

- a) Eric Madsen in Public Works had his 18th Anniversary on 10/4/22. The staff recognized this with donuts and thanks!
- b) Fall Recycling Day is Saturday 8:00 am – 1:00 pm – all council members will attend with the exception of Council Member Rainville, as she will be out of town.
- c) There is a work session October 20th, 2022, at 5:30. The purpose is to update processes with Planner Stockman, get a handle on the CUP and IUP, and define processes for complaint; timeline to respond and resolve. Discussion about what has been in the past and how Planner Stockman responds has been under the direction of the council, which has been very slow in the past. Discussion that a new set of eyes with a new perspective is a good idea to resolve some of these long-standing issues.
- d) Public works is getting ready for snow. Salt/Gravel has been ordered. Equipment has been pulled out and maintenance has begun so they are ready for the first plowable snow. There are a couple of applicants for snowplow drivers. The mayor stated he is thankful and appreciates the good working relationship public works seems to have with Administrator Lehner. They did an amazing job getting the city ready for the Heritage Festival. Council Member Rainville echoed the same. The city has never looked better. Also, thank you to Oak Grove for allowing Nowthen to use the generator.

7. Planning and Zoning

None

8. City Council

a) OLD BUSINESS

1. Update on the progress of Ordinance 2022-04 Regulating Gambling in Nowthen. Administrator Lehner stated there are many pieces with the statutes and he is working on it. He apologized he wasn't ready to submit the information yet and will bring it forth at a later date.

b) NEW BUSINESS

1. Approval of Resolution 2022-XX appointing Bergan KDV as the City of Nowthen Auditor for years 2022, 2023, and 2024. Five (5) RFPs were sent out. Bergan KDV was the only auditor to respond. There are reserve funds to cover 2022 and 2023; 2024 will be incorporated into the budgets.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY BLAKE TO APPROVE APPOINTING BERGAN KDV AS THE CITY OF NOWTHEN AUDITOR FOR YEARS 2022, 2023, AND 2024. MOTION

CARRIED. 4 AYES.

2. Approval of Resolution 2022-XX Authorizing the Mayor and City Administrator to execute an agreement to purchase and install new signs for the Disc Golf Course and Park.
Discussion regarding the signs. Council Member Greenberg would like to donate his time to re-design the disc golf course signs stating Hole Number, Par, how many feet, and adding the City Logo (sample attached). Discussion – originally only approved the minimum needed signs, which was 33 signs. There are more needed throughout the parks and on the shelters. Discussion on unifying all the city park signage including Memorial Park. The council thanked Council Member Greenberg for his time and talents as he has saved the city money.

**MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY GREENBERG TO APPROVE PROCEED WITH THE 33 SIGNS AS PRESENTED AND MOVE FORWARD TO UNIFY ALL THE PARK SIGNS.
MOTION CARRIED. 4 AYES.**

3. Approval of Resolution 2022-XX naming Alan Nerase as the City of Nowthen Recycling Attendant.
Discussion regarding the applicants for the position and Mr. Nerase's qualifications. Administrator Lehner explained he was waiting on an acceptable background check; once that was returned, he would like to officially offer the job to Mr. Nerase. Mr. Nerase introduced himself to the council. Discussion regarding hours of the recycling center on Saturdays – 8:00 am – 12:00 pm rather than 11:00 am – 3:00 pm. Council Member Greenberg mentioned he was happy to have Mr. Nerase join the City of Nowthen Recycling Center as our residents love recycling and are very sad when it is closed.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY COUNCIL MEMBER BLAKE TO APPROVE RESOLUTION 2022-XX NAMING ALAN NERASE AS THE RECYCLING ATTENDANT ONCE AN ACCEPTABLE BACKGROUND CHECK IS RECEIVED AND CHANGING THE HOURS TO 8:00 AM – 12:00 PM ON SATURDAYS.

Additional discussion regarding Recycling Day and uniforms provided by the city.

MOTION CARRIED – 4 AYES.

MOTION TO ADJOURN BY COUNCIL MEMBER BLAKE, SECONDED BY RAINVILLE. MOTION CARRIED. 4 AYES.

The meeting was adjourned at 8:23 pm.

Respectfully submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

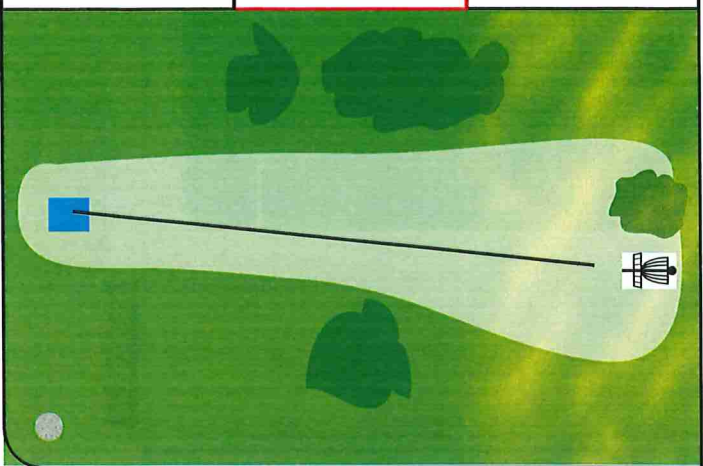


TWIN LAKES PARK DISC GOLF COURSE

HOLE 1

PAR 3

FEET 238



GREATER PEORIA FAMILY YMCA DISC GOLF COURSE

HOLE 9

PAR 3

FEET 236

DISC CHUCKERS 309



Survey, Signs & Schematizing

1000 North Lincoln
Peoria, IL 61604
309.673.4444

DATE: 5/29/2021

CLIENT: David Larson

DESIGNED BY: SSF

SCALE: 20'

PROJECT: Golf disc course design

DIMENSIONS: 10' x 10'

MA TERIALS: Full color print on 1/4" dimension 10' x 10' - 30x30 inch, 300 dots/inch, 300 dots/inch, 300 dots/inch, 300 dots/inch

NOTES:

DESIGN PROOF

IMPORTANT NOTICE PLEASE READ: This design is a design proof and does not represent a final design. It is intended for review only and is not to be used for construction. The design is subject to change without notice. The design is provided as a guide only and is not intended to be used for construction. The design is provided as a guide only and is not intended to be used for construction. The design is provided as a guide only and is not intended to be used for construction.

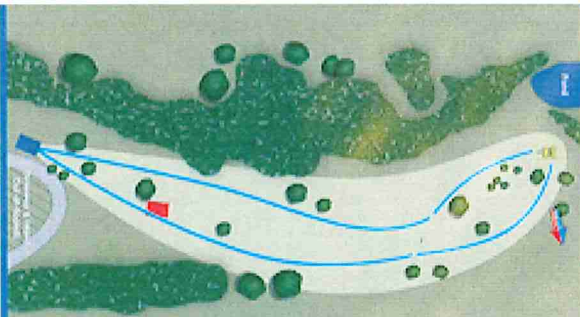
OUTSIDE PLAY HARRY MYERS PARK DISC GOLF COURSE

HOLE 1

PAR 4

342'

★ 468'



ROCKWALL PARKS & RECREATION
1000 NORTH LINCOLN
PEORIA, IL 61604
309.673.4444
PLAYROCKWALL.COM

Course Design
by
John Houck



SIGN - IN SHEET

Meeting: Regular Meeting Date: 10-11-22

PLEASE PRINT

	NAME	ADDRESS
1.	Geek & Gene Hedberg	6950 Hillendale Rd NW Elk River
2.	Dan Breyer	19093 St Francis Blvd Elk River
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Nowthen City Council
October 20, 2022
Work Session Meeting Minutes

1. CALL TO ORDER

Mayor Pilon call the work session to order 5:30 pm
All present recited the Pledge of Allegiance

Present: Mayor Pilon, Council Members Greenberg, Rainville, Blake, Alders
Also present: Administrator Lehner, Deputy Clerk Johnson, Planner Stockman

Agenda:

Amend Agenda: 2a) Approve 3 payments to get mailed in a timely manner.
2b) Assessment List
2c) Code Enforcement Updates and Process
2d) CUP's and IUP's

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

2. CITY COUNCIL

2a) Approve 3 payments to get mailed on timely manner.
- Anoka County Sheriff's Law Enforcement Contract
- North Country Construction and Remodeling
- US Bank Finance

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

2b) Assessment List – Consider Approval of Resolution 2022 -XX Outlining Miscellaneous Special Assessment Process, Approving the Assessment Roll and Authorizing Staff to notify those presently anticipated to be assessed.

*Public Hearing to be November 3, 2022, at 7:00 pm

*Property owners will have until November 1, 2022, to pay the assessment.

*These assessments must be to the county by November 30, 2022 to be certified to taxes.
(however, the county would like it sooner, if possible)

*Planner Stockman does not decide which properties are assessed, that is a city council decision.

Planner Stockman gave a description of each property complaint, contact, and progress of each property on the list. Much of the discussion was about how long the complaints have been on the city list and how the council has given "grace" with efforts and progress – now it is time to do something. The city council received copies of the list and photos of each property.

After discussion, city council made a determination as to whether to assess each property.

5833 Norris Lake Road - This has been an ongoing issue. Discussion about whether the city could clean up the property, assume the costs, and assess the property. Additionally, could the city assess for additional months the property is not cleaned up?

Decision by council: Assess this property and continue to assess penalties every 2 weeks until cleaned up.

19066 Jasper Street - This property owner has paid the assessment in the past, however, the previous Agreement has been violated. City Council had not been diligent in following up on agreements and citations.

Decision by council: Assess this property and continue to assess penalties every 2 weeks until cleaned up.

19960 St. Francis Blvd - As of 8/19/22 – no certificate of occupancy and other citations ongoing.

Decision by council: Assess this property and continue to assess penalties every 2 weeks until property complies.

20311 Twin Lake Parkway – Dogs at large, numerous repeat pickups.

Decision by council: Assess this property.

18660 Yakima Street – Property continues to have Semi parked on property. Resident concerns because it is a new road. This has been an ongoing issue. Liz has validated.

Decision by council: Assess this property.

19611 West Ford Brook Road – On-going issues with Semi-Trailer, living in camper, debris. Some progress has been made.

Decision by council: Ask the resident to keep working on it. Reduce the citation/assessment to \$300. Follow up to be sure progress is continuing.

5270 189th Ave – Outdoor storage, camper. Ongoing issue with some progress.

Decision by council: Ask the resident to keep working on it. Assess this property and continue to assess penalties every 2 weeks until property complies.

18288 Nowthen Blvd - Illegal accessory building, no permit. Ongoing issue.

Decision by council: Assess this property and continue to assess penalties every 2 weeks until property in compliance.

MOTION BY COUNCIL MEMBER ALDERS, SECONDED BY BLAKE TO ASSESS THESE PROPERTIES AND RE-ASSESS EACH PROPERTY THAT ARE OPEN, UNPAID, AND IN VIOLATION 10/21/22 AND CONTINUE WITH CITATIONS UNTIL IN COMPLIANCE. MOTION CARRIED. 5 AYES.

2c) Code Enforcement Update and Process

Mayor Pilon indicated that the current system isn't working well. The spreadsheet goes back as far as 2002. He explained that the City of Nowthen is a complaint driven community. He stated that how a property gets off the list is a mystery, and more time has been spent on code compliance than CUP and IUP.

Because the city is complaint driven – the city must decide if it is a valid complaint. Is it a health and safety concern? Section 5 of the Administrative Enforcement seems very out of date. The city council has not been heavy handed in the past and need to do better follow through.

The city has a responsibility to educate our residents. As a council, we want our residents to be able to do what they want on their property, that is why most move here and/or stay here. If there is a complaint by another resident, the first step the city needs to take is to educate the resident about the city code. Staff is instructed to put current policies on the website if it is currently not posted.

There was discussion about varies lot sizes. Smaller lots show code violations easier than the larger lots in this community. The council does not want to be looking for code violations, which is why it is a complaint driven enforcement.

Staff is directed to create a more clear and concise complaint form. Residents may submit the complaint to the city. It does require the resident's name; however, they will remain anonymous when compliance is initiated by the code compliance officer. Complaint form should include name, address, contact information, complaint, when, where, date, time of violation and if possible, the ordinance that is being violated. It will be up to the City Administrator and Code Compliance Officer to determine if the complaint is relevant. Is it a neighbor issue not a city issue? (Instruct the resident to reach out to neighbor to try to resolve the issue, or get an attorney if needed to help resolve, don't use the city to settle disputes between neighbors). Is it a valid complaint to investigate? Does it cause harm, create a safety or health concern? Does it devalue the area?

Step 1 – Receive the Complaint

Step 2 - Administrator receives complaint & decides where the complaint should go, whether he/she will take care of it and reach out to the resident or if it will be sent to code compliance officer. The goal is resolve these issues quickly.

Step 3 - Letter or visit to resident to educate the resident with a copy of the ordinance violation. Many of the residents just don't know the ordinances.

MOTION BY MAYOR PILON SECONDED BY COUNCIL MEMBER RAINVILLE FOR STAFF TO CLEAN UP THE COMPLAINT FORM, USE PLANNER STOCKMAN AND CITY COUNCIL TO CLARIFY AND WEIGH IN ON ORDINANCE VIOLATIONS WITH ALL COMPLAINTS GOING FIRST TO THE ADMINISTRATOR FOR HIM TO DETERMINE WHAT THE NEXT STEPS WILL BE AND WHO THE CORRECT PEOPLE ARE TO HELP RESOLVE THE ISSUE AND UPDATE CITY COUNCIL.

Discussion: It is state statue to keep complainant anonymous. Staff instructed to put reminders of common complaints in the newsletter and on the website. Example is the Snow Removal – no pushing across the road. Many people do not understand that. Planner Stockman goes by the direction of city council and city code. She does drive around looking for violations. The City of Nowthen has worked hard to keep Met-Council out of Nowthen.

The options the city council have are: 1. Do nothing 2. Enforce Code Compliance 3. Try to be more pro-active and educate our residents.

MOTION AMENDED TO INCLUDE SECTION 5 TO BE BROUGHT UP TO DATE AND TO BE CONSISTENT. MOTION CARRIES. 5 AYES.

The mayor opened the floor to residents who would like to comment.

1. Sam Corns (19223 Burns Parkway) He thanked the city council for having this meeting. He was unhappy with the current process and thankful for Administrator Lehner. He asked if the city has ever asked residents if they need help cleaning up properties – the mayor responded, yes the city has. It is also why we have 2 recycling days where some items for recycling are taken by the city at no cost to the resident. There was discussion regarding the complaint on his property and how he did not like working with Planner Stockman.
2. Rob Koehler (191477 Baugh Street) He had a complaint about a shed being on Ag land – stating that he should not have needed a permit and he did not appreciate Planner Stockman not explaining that. Planner Stockman

explained he had told her he would be “storing” non- farming equipment in the building; therefore, it did not meet the agricultural exception.

3. Mike Brede (18953 Jasper Street) He has a property with 10 acres and is unclear what he can do with it as it is unique in the city with three (3) roads boarding his property as far as putting a building up. He did as Planner Stockman had advised, and it is not where he would have put it. Can the city council please educate him as to what he can and cannot do? Administrator Lehner to follow up with him.
4. Jan Greenberg (21155 Nowthen Blvd) She stated no one moved here to “be in the city”. She recommended the city council host an open forum to see what the residents want. Is our current code realistic for each area of Nowthen? 1+ acres vs 5 acres vs 40 acres. The city could have a “Welcome to the Community” booklet to explain some of the common ordinance violations, what we have to offer and educate new residents. Discussion again how complaints need to be specific and not generic.

2d) CUPs and IUPs – Discuss the CUP and IUP verification process and consider direction to staff regarding the next steps.

What is the status? The present list with categories grouped together – can they be consolidated to determine what action to be taken?

The council had authorized Planner Stockman to send 8 letters to residents with existing CUPs to see if the property still meets the requirements of the CUP.

It was discussed that the city must have a copy of the permit and approval on record to revoke existing CUPs.

First properties to remove from the list would be properties that have changed hands by reaching out to residents to see if they know there is one on the property and if they still meet the requirements of the CUP.

Second properties to work on are the ones that have not changed hands. Find out if they are still in business and still in compliance.

Planner Stockman to work with staff to create critical electronic files.

Administrator Lehner to direct staff to update the spreadsheet to by arrange categories and colors. Then to look at and make recommendations to council for action. IUPs do not follow the property and should be revoked if properties have changed hands. Sending out letters and following up with residents would be the next step.

MOTION BY COUNCIL MEMBER ALDERS, SECONDED BY GREENBERG TO ADJOURN. MOTION CARRIED. 5 AYES.

The meeting was adjourned at 8:28 pm.

Respectfully submitted,

Mayor Jeffrey Pilon

Administrator Scott Lehner



SIGN - IN SHEET

Meeting: Work Session Date: October 20, 2022

PLEASE PRINT

	NAME	ADDRESS
1.	Sam & Katie Corns	19223 Burns Pkwy
2.	Kyle & Jan Greenberg	21155 Nowthen Blvd, NW
3.	Mike Brede	18953 Jasper
4.	Rob Kuehler	19147 Baugh Street
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CITY OF NOWTHEN TREASURER'S REPORT

October 31, 2022

CASH:

Submitted By: Natalie Johnson

DATE	LOCATION	ACCT. TYPE	Interest Earned	BALANCE
10/31/2022	Pine River State Bank	Checking Acct.		\$232,289.46
10/31/2022	Nowthen Economic Development Fund	PRSB Checking	NA	\$ 2,489.02
10/31/2022	PMA Financial Network	CD's Fixed Income		\$2,867,863.12
10/31/2022	4M, 4MP & GO Funds	Money Market Fund	\$0.00	\$981,249.50
YTD Outstanding Chks				\$ (23,629.95)
Adjusted Bank Total				\$ 4,060,261.15
SCHEDULE 1 Ending Balance:				\$ 4,060,261.15

CITY OF NOWTHEN

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Payments

Current Period: October 2022

Payments Batch October Claims

\$388,382.65

Refer	2104345	Anoka County	-			
Cash Payment	E 100-41710-311	Recording Fees	Recording - Swirtz			\$240.00
Invoice						
Transaction Date	10/28/2022		Checking	10100	Total	\$240.00
Refer	2104350	Anoka County	-			
Cash Payment	E 100-42110-310	Professional Services	4th Quarter Law Enforcement Contract			\$69,765.25
Invoice	130876	10/12/2022				
Transaction Date	10/28/2022		Checking	10100	Total	\$69,765.25
Refer	2104381	ASPHALT SURFACE TECHNOLOGI	-			
Cash Payment			2022 Microsurfacing Project			\$175,317.93
Invoice		9/27/2022				
Transaction Date	11/3/2022		Checking	10100	Total	\$175,317.93
Refer	2104343	Barthold, Inc.	-			
Cash Payment	E 603-43220-441	Hauling	Steel Recycling 9/6/22			\$165.00
Invoice	115551	10/12/2022				
Cash Payment	E 603-43220-441	Hauling	Steel Recycling 6/7/22 (invoice not received)			\$165.00
Invoice	114475	7/7/2022				
Cash Payment	E 603-43220-441	Hauling	Newspaper Recycling 6/7/22			\$165.00
Invoice	114475	7/7/2022				
Transaction Date	10/28/2022		Checking	10100	Total	\$495.00
Refer	2104351	Commercial Asphalt Co.	-			
Cash Payment	E 100-43110-224	Supplies; Street Maint	Paved Streets			\$105.34
Invoice	220930	9/19/2022				
Transaction Date	10/28/2022		Checking	10100	Total	\$105.34
Refer	2104390	Couri & Ruppe, P.L.L.P.	-			
Cash Payment	E 100-41610-316	Civil Attorney	Bar None CUP			\$53.75
Invoice	October	11/3/2022				
Cash Payment	E 100-41610-316	Civil Attorney	General			\$185.00
Invoice	October	11/3/2022				
Cash Payment	E 100-41610-316	Civil Attorney	Toft Development			\$161.25
Invoice	October	11/3/2022				
Transaction Date	11/4/2022		Checking	10100	Total	\$400.00
Refer	2104337	Crawford's Equipment Inc	-			
Cash Payment	E 100-45202-221	Equipment Supplies for	EX Hyd Hose ASM			\$126.13
Invoice	01-70364	10/14/2022				
Transaction Date	10/28/2022		Checking	10100	Total	\$126.13
Refer	2104364	ECM Publishers, Inc.	-			
Cash Payment	E 100-41710-351	Printing; Legal Notices	Public Hearing Polgreen Variance			\$48.37
Invoice	915653	10/14/2022				
Cash Payment	E 100-41710-353	Printing; Ordinance	Ordinances- 2022-03			\$245.75
Invoice	914527	10/7/2022				
Cash Payment	E 100-41430-351	Printing; Legal Notices	Public Accuracy Testing notice			\$52.25
Invoice	915654	10/14/2022				
Cash Payment	E 100-41710-351	Printing; Legal Notices	Public Hearing Schmidtbauer CUP			\$53.75
Invoice	916681	10/21/2022				
Cash Payment	E 100-41430-351	Printing; Legal Notices	General Election Notice			\$159.74
Invoice	915654	10/14/2022				

CITY OF NOWTHEN

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Payments

Current Period: October 2022

Cash Payment	E 100-41430-351 Printing; Legal Notices	Notice regarding assessments			\$48.37
Invoice 915654	10/14/2022				
Cash Payment	E 100-41430-351 Printing; Legal Notices	Sample Ballot published			\$838.50
Invoice 915654	10/14/2022				
Transaction Date	11/1/2022	Checking	10100	Total	\$1,446.73
Refer	2104338 <i>ECM Publishers, Inc.</i>	-			
Cash Payment	E 100-41710-353 Printing; Ordinance	Ordinance 2022-03 Publication			\$245.75
Invoice 914611	10/8/2022				
Transaction Date	10/28/2022	Checking	10100	Total	\$245.75
Refer	2104341 <i>ECM Publishers, Inc.</i>	-			
Cash Payment	E 603-43220-352 Printing; General	Recycling Day Ad			\$430.00
Invoice 915903	10/16/2022				
Transaction Date	10/28/2022	Checking	10100	Total	\$430.00
Refer	2104385 <i>Fire Safety USA, Inc.</i>	-			
Cash Payment	E 100-42210-404 Contractual Maintenan	Grass Rig 1			\$3,147.95
Invoice 164543	10/12/2022				
Transaction Date	11/3/2022	Checking	10100	Total	\$3,147.95
Refer	2104340 <i>First State Tire Recycling</i>	-			
Cash Payment	E 603-43220-441 Hauling	Tires			\$120.84
Invoice 38341	10/5/2022				
Cash Payment	E 603-43220-441 Hauling	Tires			\$104.00
Invoice 38357	10/5/2022				
Cash Payment	E 603-43220-441 Hauling	Tires			\$23.92
Invoice 38353	10/6/2022				
Cash Payment	E 603-43220-441 Hauling	Tires			\$11.97
Invoice 119527	10/13/2022				
Cash Payment	E 603-43220-441 Hauling	Tires			\$52.00
Invoice 38458	11/3/2022				
Transaction Date	10/28/2022	Checking	10100	Total	\$312.73
Refer	2104348 <i>Grand Rental Station</i>	-			
Cash Payment	E 100-45202-415 Rentals; Other Equipmen	Compressor			\$87.20
Invoice 255092	10/26/2022				
Transaction Date	10/28/2022	Checking	10100	Total	\$87.20
Refer	2104362 <i>Grand Rental Station</i>	-			
Cash Payment	E 100-45202-520 Capital Outlay; Buildings	Rental Equipment to do Bollards around Well (Gambling Funds)			\$194.88
Invoice 25516	10/11/2022				
Transaction Date	11/1/2022	Checking	10100	Total	\$194.88
Refer	2104342 <i>Hakanson Anderson Associates,</i>	-			
Cash Payment	E 100-41910-303 Prof Services; Engineerin	NT247 Bryens Bend			\$113.00
Invoice 49481	10/25/2022				
Cash Payment	E 100-41910-303 Prof Services; Engineerin	20071 Nowthen Bvd - Jamie Lewis			\$100.00
Invoice 49482	10/25/2022				
Cash Payment	E 100-41910-303 Prof Services; Engineerin	20840 Engen Blvd - Jason Gustafson			\$125.00
Invoice 49482	10/25/2022				
Cash Payment	E 100-41910-303 Prof Services; Engineerin	Anoka Cty CSAH 7 & 22			\$364.38
Invoice 49482	10/25/2022				
Cash Payment	E 100-41910-303 Prof Services; Engineerin	NT328 Ebony and Garnet Street			\$271.26
Invoice 49483	10/25/2022				

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Payments

Current Period: October 2022

Cash Payment	E 100-41910-303 Prof Services; Engineerin	NT329 Rogers Lake Area Improvement Project				\$331.25
Invoice 49484			10/25/2022			
Cash Payment	E 100-41910-303 Prof Services; Engineerin	NT330 2022 Microsurfacing Project				\$1,911.00
Invoice 49485			10/25/2022			
Cash Payment	E 100-41910-303 Prof Services; Engineerin	NT901-2022 General Engineering				\$210.50
Invoice 49486			10/25/2022			
Transaction Date	10/28/2022	Checking	10100	Total		\$3,426.39
Refer	2104349	<i>Heritage Festival</i>				
Cash Payment	R 100-36201 Miscellaneous Revenues	Clothing sold - on CC				\$99.00
Invoice						
Transaction Date	10/28/2022	Checking	10100	Total		\$99.00
Refer	2104355	<i>INTERGRATED PROTECTION SYS</i>				
Cash Payment	E 701-47701-580 Capital Outlay: Other Eq	City Park Cameras				\$1,077.24
Invoice 77846			7/6/2022			
Cash Payment	E 701-47701-580 Capital Outlay: Other Eq	City Park Cameras				\$4,050.17
Invoice 77818			7/7/2022			
Cash Payment	E 701-47701-580 Capital Outlay: Other Eq	Recycling Center Cameras				\$6,936.99
Invoice 77844			7/8/2022			
Cash Payment	E 701-47701-580 Capital Outlay: Other Eq	City Office Cameras				\$10,917.82
Invoice 77843			7/13/2022			
Cash Payment	E 701-47701-580 Capital Outlay: Other Eq	City Office Cameras				\$3,251.02
Invoice 77845			7/13/2022			
Cash Payment	E 701-47701-580 Capital Outlay: Other Eq	Fire Station Cameras				\$4,860.51
Invoice 77922			7/29/2022			
Cash Payment	E 701-47701-580 Capital Outlay: Other Eq	City Offices - Cameras				\$3,600.00
Invoice 78426			10/13/2022			
Transaction Date	10/31/2022	Checking	10100	Total		\$34,693.75
Refer	2104352	<i>JIMMYS JOHNNYS</i>				
Cash Payment	E 603-43220-415 Rentals; Other Equipmen	Recycle Center				\$69.00
Invoice MP211770			10/20/2022			
Transaction Date	10/28/2022	Checking	10100	Total		\$69.00
Refer	2104353	<i>Kims Kleaning</i>				
Cash Payment	E 100-41710-438 Miscellaneous: Cleaning	October Services				\$450.00
Invoice 8933			10/30/2022			
Transaction Date	10/31/2022	Checking	10100	Total		\$450.00
Refer	2104386	<i>MED COMPASS</i>				
Cash Payment	E 100-42210-310 Professional Services	Jordan Lukanen				\$95.00
Invoice 41795			8/8/2022			
Transaction Date	11/3/2022	Checking	10100	Total		\$95.00
Refer	2104354	<i>Menards</i>				
Cash Payment	E 100-41710-201 Office Supplies	Gen Govt Supplies				\$93.99
Invoice						
Cash Payment	E 100-42210-215 Operating Supplies: Sho	Fire Supplies				\$22.63
Invoice						
Cash Payment	E 100-43110-215 Operating Supplies: Sho	Public Works Supplies				\$24.68
Invoice						
Cash Payment	E 100-41710-201 Office Supplies	Gen Govt Supplies				\$110.92
Invoice						
Transaction Date	10/31/2022	Checking	10100	Total		\$252.22

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Payments

Current Period: October 2022

Refer	2104360	<i>Menards</i>	-			
Cash Payment	E 100-45202-520	Capital Outlay: Buildings	Posts near New Well - Gambling Funds (Credit from invoice 61819 dated 10/12/22)		\$173.71	
Invoice	61461	10/6/2022				
Transaction Date	11/1/2022	Checking	10100	Total	\$173.71	
Refer	2104384	<i>MINNESOTA STATE FIRE DEPART</i>	-			
Cash Payment	E 100-42210-310	Professional Services	2023 MSFDA Membership Dues		\$225.00	
Invoice						
Transaction Date	11/3/2022	Checking	10100	Total	\$225.00	
Refer	2104380	<i>MORK WELL</i>	-			
Cash Payment			New Well for park and historic town hall		\$49,326.00	
Invoice	15132	11/3/2022				
Cash Payment			Seal existing well		\$1,154.00	
Invoice	15128	11/2/2022				
Transaction Date	11/3/2022	Checking	10100	Total	\$50,480.00	
Refer	2104347	<i>NAPA Auto Parts</i>	-			
Cash Payment	E 100-43110-221	Equipment Supplies for	Oil Filters		\$81.67	
Invoice	179512	10/4/2022				
Cash Payment	E 100-43110-221	Equipment Supplies for	Oil/Air Filters		\$135.27	
Invoice	181328	10/4/2022				
Cash Payment	E 100-43110-221	Equipment Supplies for	Oil/Air Filters		\$13.52	
Invoice	181418	10/18/2022				
Transaction Date	10/28/2022	Checking	10100	Total	\$230.46	
Refer	2104336	<i>NIH HOMES LLC</i>	-			
Cash Payment	R 100-34110	Grading and Landscape Escr	5484 192nd Circle		\$2,000.00	
Invoice						
Cash Payment	R 100-34110	Grading and Landscape Escr	5500 192nd Circle		\$2,000.00	
Invoice						
Cash Payment	R 100-34110	Grading and Landscape Escr	5499 192nd Circle		\$2,000.00	
Invoice						
Cash Payment	R 100-34110	Grading and Landscape Escr	5533 192nd Circle		\$2,000.00	
Invoice						
Transaction Date	10/28/2022	Checking	10100	Total	\$8,000.00	
Refer	2104346	<i>RBs Computer Service</i>	-			
Cash Payment	E 100-41710-310	Professional Services	October IT Services		\$1,912.17	
Invoice	40685	10/15/2022				
Cash Payment	E 100-41420-388	Fin.Charge, Late Fee, Ba	Finance Charge		\$31.77	
Invoice	40685	10/15/2022				
Cash Payment	E 100-41710-310	Professional Services	October IT ADDITONAL services		\$1,544.55	
Invoice	40670	10/12/2022				
Transaction Date	10/28/2022	Checking	10100	Total	\$3,488.49	
Refer	2104356	<i>RBs Computer Service</i>	-			
Cash Payment	E 100-41710-310	Professional Services	November Service Contract		\$1,912.17	
Invoice	40745	11/1/2022				
Transaction Date	11/1/2022	Checking	10100	Total	\$1,912.17	
Refer	2104382	<i>RTY Consulting</i>	-			
Cash Payment	E 100-41550-302	Prof Services; Accountin	October Invoice		\$935.00	
Invoice	042	11/1/2022				
Transaction Date	11/3/2022	Checking	10100	Total	\$935.00	

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Payments

Current Period: October 2022

Refer	2104344	Schaeffer Mfg. Company	-		
Cash Payment	E 100-43110-213	Operating Supplies: Lubri	Customer #7971107		\$1,493.27
Invoice	MLH2410	10/20/2022			
Transaction Date	10/28/2022	Checking	10100	Total	\$1,493.27
Refer	2104358	Shred-It USA Minneapolis	-		
Cash Payment	E 603-43220-441	Hauling	Shredding		\$609.04
Invoice	8002633820	10/28/2022			
Transaction Date	11/1/2022	Checking	10100	Total	\$609.04
Refer	2104363	STRYKER MEDICAL	-		
Cash Payment	E 701-47701-580	Capital Outlay: Other Eq	Lucas 3 Chest Compression System		\$22,179.11
Invoice	1055804	8/23/2022			
Transaction Date	11/1/2022	Checking	10100	Total	\$22,179.11
Refer	2104387	The Planning Company LLC	-		
Cash Payment	E 100-41810-310	Professional Services	122.01 /21.01 Zoning Ordng Amend/City Tech Asst		\$297.00
Invoice	8032	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.02 - 5606 Verde Valley Road		\$1,431.00
Invoice	8034	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.02 - Polgreen Variance		\$1,289.00
Invoice	8035	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.03 - 22740 Olivine NPDES		\$66.00
Invoice	8036	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.03 - 22345 Varolite Pole Shed		\$33.00
Invoice	8037	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.03 - 21750 Pinnaker New Home		\$132.00
Invoice	8038	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.03 - 19677 Jasper Addn		\$165.00
Invoice	8039	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.03 -19223 Burns Parkway - Deck		\$46.20
Invoice	8040	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.03 -Zoning Adm		\$66.00
Invoice	8041	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.03 -21900 Cleary Road - Pole Shed		\$33.00
Invoice	8042	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.03 -19266 Uranium - House Addn		\$59.40
Invoice	8043	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.03 - 21020 W. Ford Brook Drive - Retaining Wall		\$66.00
Invoice	8044	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.03 - 21010 Cleary Road		\$26.40
Invoice	8045	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.03 - Zoning Admin General		\$792.00
Invoice	8046	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.05 - Attend Work Session Meeting 10-20-22 and P&Z Meeting 10-25-22		\$500.00
Invoice	8047	11/3/2022			
Cash Payment	E 100-41810-310	Professional Services	122.06 - Code Enforcement		\$1,247.40
Invoice	8048	11/3/2022			
Transaction Date	11/3/2022	Checking	10100	Total	\$6,249.40
Refer	2104361	TrueNorth Steel Inc	-		
Cash Payment	E 100-43110-228	Culverts	Bollard Posts around new well		\$0.00
Invoice					

Payments

Current Period: October 2022

Transaction Date	11/1/2022	Checking	10100	Total	\$0.00
Refer	2104339 TrueNorth Steel Inc				
Cash Payment	E 100-45202-520 Capital Outlay: Buildings	Bollard Post for around new well (Gambling Funds)			\$410.00
Invoice	BL0000015417	10/7/2022			
Transaction Date	10/28/2022	Checking	10100	Total	\$410.00
Refer	2104383 US Bank Equipment Finance				
Cash Payment	E 100-41420-415 Rentals; Other Equipmen	Ricoh Lease - Equip ID 148568			\$596.75
Invoice	485946248	10/31/2022			
Transaction Date	11/3/2022	Checking	10100	Total	\$596.75

Fund Summary

	10100 Checking	
		\$225,797.93
100 General Fund		\$103,796.09
603 Recycling Center		\$1,915.77
701 Equipment Replacement Fund		\$56,872.86
		<u>\$388,382.65</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$388,382.65
Total	<u>\$388,382.65</u>

Payments

Current Period: October 2022

Payments Batch October Auto Pay

\$12,748.11

Refer 2104373 *Cardmember Service*

Cash Payment	E 100-41420-201 Office Supplies	Office - bulletin board	\$21.99
Invoice			
Cash Payment	E 100-41710-203 General Supplies	Parks - Mulch	\$235.68
Invoice			
Cash Payment	E 100-41420-322 Postage	Stamps.com	\$17.99
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office - chair, computer case, and 10 key	\$394.93
Invoice			
Cash Payment	E 100-45210-221 Equipment Supplies for	Parks - Restroom sign	\$37.51
Invoice			
Cash Payment	E 100-45202-218 Operating Supplies; Gen	Padlock	\$7.92
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office - Keyboard for Scott	\$140.77
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office Supplies	\$15.98
Invoice			
Cash Payment	E 100-41420-439 Mileage/Travel	Natalie Hotel for Clerks Academy	\$319.38
Invoice			
Cash Payment	E 100-41430-415 Rentals; Other Equipmen	Drapes for election	\$120.00
Invoice			
Cash Payment	E 100-45210-221 Equipment Supplies for	Parks - Restroom sign	\$37.93
Invoice			
Cash Payment	E 100-45210-221 Equipment Supplies for	Parks - Restroom sign return - wrong color	-\$37.51
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office Supplies	\$71.32
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office Supplies	\$139.03
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office Supplies	\$149.97
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office Supplies	\$89.97
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office Supplies	\$13.99
Invoice			
Cash Payment	E 100-42210-415 Rentals; Other Equipmen	Finken	\$10.71
Invoice			
Cash Payment	E 100-41420-203 General Supplies	Finken	\$78.90
Invoice			
Cash Payment	E 100-41420-203 General Supplies	Coffee	\$25.15
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office Supplies	\$14.99
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office Supplies	\$9.95
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office Supplies	\$79.19
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Office Supplies	\$14.39
Invoice			
Cash Payment	E 100-41420-322 Postage	Stamps.com	\$17.99
Invoice			

Payments

Current Period: October 2022

Cash Payment	E 100-42210-223 Supplies; Building	Tractor Supply - FD			\$377.55
Invoice					
Cash Payment	E 100-42210-310 Professional Services	Recertification			\$175.00
Invoice					
Cash Payment	E 100-42210-223 Supplies; Building	Cleaning supplies FD			\$8.98
Invoice					
Cash Payment	E 100-41420-439 Mileage/Travel	Natalie Hotel for Clerks Academy			\$384.43
Invoice					
Cash Payment	E 100-41420-201 Office Supplies	Office Supplies			\$119.31
Invoice					
Cash Payment	E 100-45210-221 Equipment Supplies for	Parks - Restroom sign			\$37.43
Invoice					
Transaction Date	10/11/2022	Checking	10100	Total	\$3,130.82
Refer	2104367 <i>CENTER POINT ENERGY</i>				
Cash Payment	E 100-42210-381 Utility Services: Electric	FIRE STATION			\$32.46
Invoice					
Cash Payment	E 100-41710-381 Utility Services: Electric	OLD TOWN HALL / SHOP/CITY OFFICES			\$143.65
Invoice					
Transaction Date	10/18/2022	Checking	10100	Total	\$176.11
Refer	2104371 <i>Century Link</i>				
Cash Payment	E 100-41710-321 Telephone	W-H Security System Line (after credits)			\$60.29
Invoice					
Transaction Date	10/11/2022	Checking	10100	Total	\$60.29
Refer	2104365 <i>Connexus Energy</i>				
Cash Payment	E 603-43220-381 Utility Services: Electric	Acct 303167 Recycle Street Light			\$7.26
Invoice					
Cash Payment	E 100-45210-381 Utility Services: Electric	Acct 178679 Twin Lakes			\$48.10
Invoice					
Cash Payment	E 100-41710-381 Utility Services: Electric	Acct 179210 City Hall			\$138.14
Invoice					
Cash Payment	E 100-42210-381 Utility Services: Electric	Acct 239560 Fire Hall			\$222.95
Invoice					
Cash Payment	E 100-41710-381 Utility Services: Electric	Acct 240364 Salt Barn			\$20.90
Invoice					
Cash Payment	E 603-43220-381 Utility Services: Electric	Acct 254434 Recycle Center			\$111.22
Invoice					
Cash Payment	E 100-41710-381 Utility Services: Electric	Acct 294586 Shop & Office			\$353.79
Invoice					
Cash Payment	E 100-42210-381 Utility Services: Electric	Acct 311409 Ice Rinks			\$13.50
Invoice					
Transaction Date	11/2/2022	Checking	10100	Total	\$915.86
Refer	2104391 <i>DELTA DENTAL OF MINNESOTA</i>				
Cash Payment	G 100-20240 Health Insurance	Dental Insurance			\$141.22
Invoice					
Transaction Date	11/4/2022	Checking	10100	Total	\$141.22
Refer	2104366 <i>FIRSTNET</i>				
Cash Payment	E 100-42210-321 Telephone	Wireless, Fire Department Account #287306169645			\$38.23
Invoice	287306169645X1	9/25/2022			
Transaction Date	10/18/2022	Checking	10100	Total	\$38.23

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Payments

Current Period: October 2022

Refer	2104370	Health Equity	-			
Cash Payment	E 100-43110-113	Health Savings Account	Service Fee			\$8.85
Invoice						
Transaction Date	10/11/2022	Checking	10100	Total		\$8.85
Refer	2104389	MN Department of Labor and Ind	-			
Cash Payment	E 100-42410-387	Surcharge	3rd Quarter 2022 Surcharge			\$991.10
Invoice						
Transaction Date	10/25/2022	Checking	10100	Total		\$991.10
Refer	2104388	MN DEPARTMENT OF REVENUE	-			
Cash Payment	G 100-22100	Sales Tax Payables	3rd Quarter Sales Tax Paid			\$160.00
Invoice						
Transaction Date	10/25/2022	Checking	10100	Total		\$160.00
Refer	2104377	MN PEIP	-			
Cash Payment	G 100-20240	Health Insurance	Health Insurance			\$3,678.20
Invoice						
Transaction Date	10/26/2022	Checking	10100	Total		\$3,678.20
Refer	2104368	Pine River State Bank	-			
Cash Payment	E 100-41420-388	Fin.Charge, Late Fee, Ba	MONTHLY ACH FEE			\$7.00
Invoice 10/1/2022						
Transaction Date	10/18/2022	Checking	10100	Total		\$7.00
Refer	2104372	RBs Computer Service	-			
Cash Payment	E 100-41710-310	Professional Services	Monthly Contract			\$1,944.17
Invoice 40576						
Transaction Date	10/11/2022	Checking	10100	Total		\$1,944.17
Refer	2104369	WALTERS RECYCLING AND REFU	-			
Cash Payment	E 603-43220-384	Utility Services: Refuse D	Recycle Center			\$602.06
Invoice						
Transaction Date	10/18/2022	Checking	10100	Total		\$602.06
Refer	2104374	WEX Fleet Card	-			
Cash Payment	E 100-42210-212	Fuel	Fire Admin Fuel			\$250.86
Invoice						
Cash Payment	E 100-45210-212	Fuel	Parks Fuel			\$110.28
Invoice						
Cash Payment	E 100-45210-212	Fuel	Parks Fuel Adjustment			\$2.71
Invoice						
Transaction Date	10/11/2022	Checking	10100	Total		\$363.85
Refer	2104378	Wright-Hennepin Cooperative El	-			
Cash Payment	E 100-41710-321	Telephone	Security Acct #150-1681-6611			\$80.35
Invoice						
Cash Payment	E 100-41420-217	Computer, Office Equipm	New Security Equipment, trip charge and labor			\$450.00
Invoice						
Transaction Date	10/26/2022	Checking	10100	Total		\$530.35

Payments

Current Period: October 2022

Fund Summary

	10100 Checking	
100 General Fund		\$12,027.57
603 Recycling Center		\$720.54
		<hr/>
		\$12,748.11

Pre-Written Checks		\$0.00
Checks to be Generated by the Computer		\$12,748.11
		<hr/>
Total		\$12,748.11



REQUEST FOR COUNCIL ACTION

Agenda Item: 3C	Department: Finance	Requested Council Meeting Date: November 10, 2022	Submitted By: Natalie Johnson, Finance Deputy Clerk
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX ACCEPTING A DONATION FROM ELK RIVER YOUTH HOCKEY ASSOCIATION (ERYHA) IN THE AMOUNT OF \$8,258.65.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Minnesota State Statutes require that the City Council move to accept donations from any donor.

The Lawful Gambling Board requires ERYHA to donate portions of their gambling proceeds to different entities.

The \$8,258.65 donation will be ERYHA's 3rd Quarter 2022 donation to the City of Nowthen.

In 2022, the City of Nowthen received donations for the 1st Quarter of \$8,891.47 and the 2nd Quarter of \$5,160.65. ERYHA has now sent us a 3rd Quarter donation in the amount of 8,258.65.

Accepting these funds will bring the 2022 Contributions into Fund 100-36230 to **\$22,310.77**

SOURCE OF FUNDING: NONE

REQUESTED COUNCIL ACTION: Approval of Resolution 2022-XX accepting a donation from Elk River Youth Hockey Association in the amount of \$8,258.65.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:



Receipt of Transaction

Date: 10/25/22

Received of: Elk River Youth Hockey Assn.

Donation Total: \$8,258.65

Payment Method: CH# 17580

Description: 3rd Quarter Donation to The City of Nowthen

100-36230

CITY OF NOWTHEN

GAMBLING SITES

For use with Lawful Gambling Summary (Schedule A if more than 1 site).

Organization Name: **Elk River Youth Hockey Assn**

Gambling Location: **Bootleggers**

Month/Year: **July 2022-Sept 2022**

Prepared By: **Steven V Baker, Ltd.**

TEN PERCENT NET PROFIT CALCULATION:

A) Line 11C, Monthly Tax Return Schedule A	A) <u>295,059.10</u>
B) Line 24, Monthly Tax Return Schedule A	B) <u>119,720.97</u>
C) Line A (Above) minus (-) Line B (Above)	C) <u>175,338.13</u>

Miscellaneous deductions (taxes paid for this site only):

1) Pulltab tax to distributor	<u>0.00</u>
2) Combined receipts tax	<u>84,743.00</u>
3) 8.5% Gambling tax	<u>0.00</u>
4) .125% Board fee tax	<u>2,848.00</u>
5) Last Month's City tax	<u>5,160.65</u>
D) Total Miscellaneous Deduction (total of 1-4 above)	<u>92,751.65</u>
E) Line C minus (-) Line D	E) <u>82,586.48</u>
F) Line E X 10% PAY THIS	F) <u>8,258.65</u>

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 A DONATION FROM ELK RIVER YOUTH HOCKEY ASSOCIATION IN THE AMOUNT OF \$8,258.65

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

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

WHEREAS Nowthen has been receiving donations on a regular basis from ERYHA. In 2022 we have received donations for the 1st Quarter in the amount of \$8,891.47, the 2nd Quarter in the amount of \$5,160.65, and the 3rd Quarter donation in the amount of \$8,258.65 and,

WHEREAS the \$8,258.65 donation will be ERYHA's 3rd Quarter donation, bringing the 2022 contributions to fund 100-36230 to **\$22,310.77** and,

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

1. The recitals set forth above are incorporated herein.
2. The city accepts the 2022 3rd Quarter donation of \$8,258.65.
3. Deposit into 100-36230 – Contributions & Donations.

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 10th day of November 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

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

Nowthen Council Meeting – November 10th, 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 October 2022:

Calls for Service

Sheriff's Deputies responded to 122 calls for service.

Those calls for service included:

- 2 to Bar None
- 0 Alarms
- 1 Medicals
- 1 Animal Complaint

Bar None

Misc. runaway calls.

Noteworthy Calls for Service

On 10/22/2022 at 02:07 AM deputies responded to Nowthen Blvd. NW at 188 Lane NW regarding a disorderly conduct call. The 911 caller, and Uber driver, reported his passenger was causing problems and refusing to exit the vehicle. Deputies arrived and mediated the situation. They learned the passenger was reported to have been swearing at the driver and smoking in the vehicle. Once he spoke with a deputy, the male agreed to get out. There were no charges.

On 10/26/2022 at 5:50 PM, deputies responded to a business in the 8000 block of Viking Blvd. NW on a report of a male trespassing. An employee reported an older male made a purchase, left the store, and then called back to ask about the female cashier. The male told the cashier he was a "cowboy" and invited her over to his home for dinner. Employees were concerned about the male's conduct. He was identified by a deputy by using the phone number he called from. The male was issued a trespass notice and told not to return to the business.

On 10/26/2022 at 6:13 PM, deputies responded to report of a crash with injuries in the 19800 block of St. Francis Blvd. NW. Deputies arrived to find two vehicles had collided. The investigation revealed that the driver of a 2015 Ford Taurus attempted an unsafe pass when it collided with a 2003 Chevrolet Tahoe that was going the opposite direction. The driver of the Taurus, an adult male, was cited for unsafe passing.

On 10/28/2022 at 5:14 PM, a deputy stopped a vehicle for a brake light out and lane violation in the area of Nowthen Blvd. NW and Burns Parkway NW. The deputy made contact with the driver, an adult male, and found the driver had a cancelled (IPS) driver's license. The driver was arrested and charged with driving after cancellation.

On 10/28/2022 at 8:34 PM a deputy received a 911 call regarding a possible drunk driver in the area of St. Francis Blvd. NW and Viking Blvd. NW. A deputy located the suspect vehicle, a white SUV, and began following it. Ramsey PD responded to assist. The deputy noted the vehicle was swerving, traveling very slowly, and braking erratically. The deputy activated his emergency lights to stop the vehicle and observed the vehicle pull onto the

shoulder and then observed it drive down into the ditch, where it stopped. The driver, an adult male, was arrested for DWI. A preliminary breath test showed the driver to be nearly 5 times the legal limit to drive. The driver was booked at the Anoka County Jail for gross misdemeanor DWI.

Miscellaneous

N/A

Closing

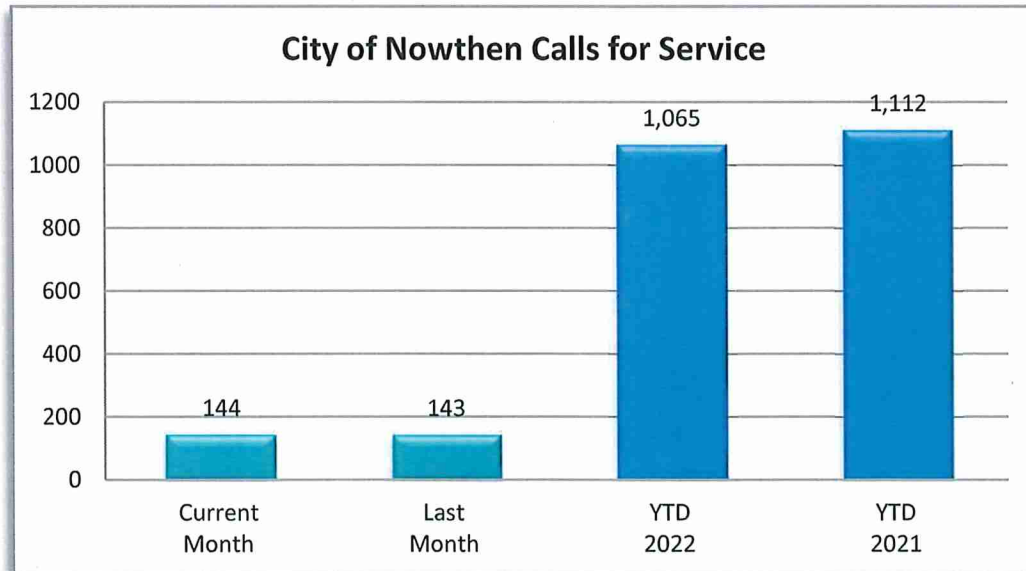
Time for the mayor and members of the council to ask questions.

ANOKA COUNTY SHERIFF'S OFFICE MONTHLY REPORT **SECTION II**

PATROL DIVISION

CITY OF NOWTHEN - JANUARY - SEPTEMBER 2022

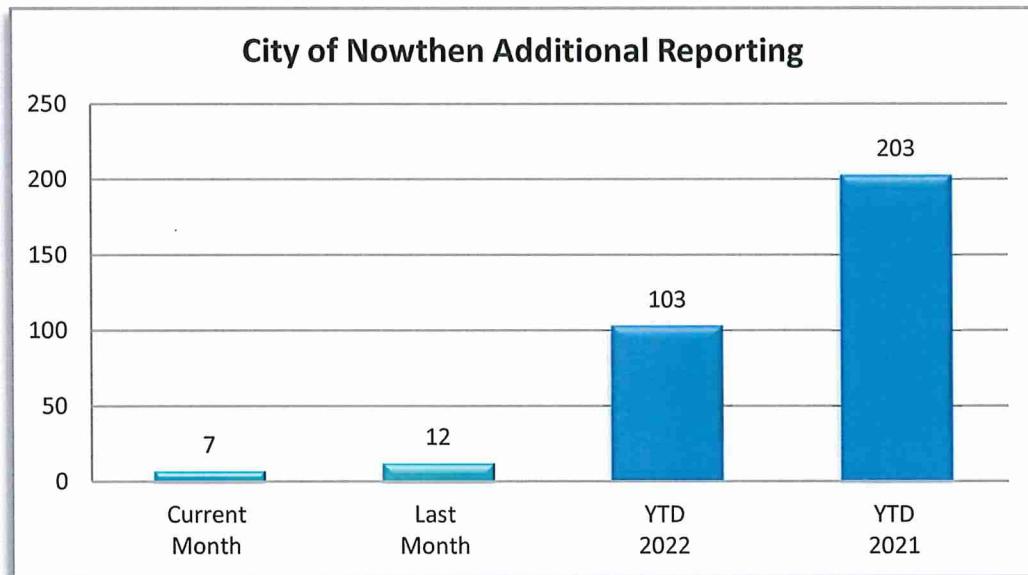
OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2022	YTD 2021
Call for Service	117	80	108	93	114	147	119	143	144				1,065	1,112
Burglaries	0	1	0	0	0	0	0	1	1				3	4
Thefts	4	2	1	0	1	1	0	3	3				15	24
Crim Sex Conduct	0	0	0	0	0	0	0	0	0				0	1
Assault	0	0	0	0	0	2	1	0	1				4	9
Dam to Property	0	1	2	0	1	0	1	2	0				7	7
Harass Comm	0	0	0	0	0	0	0	0	0				0	1
Felony Arrests	0	0	0	0	0	0	0	3	0				3	5
Gross Misd Arrests	0	0	0	0	1	0	0	0	2				3	1
Misd Arrests	0	0	2	0	0	2	2	4	2				12	11
DUI Arrests	1	0	1	0	0	0	0	1	1				4	4
Domestic Arrests	0	1	0	0	0	0	0	0	0				1	0
Warrant Arrests	1	0	0	0	3	1	1	2	2				10	12
Traffic Arrests	1	1	5	3	2	10	13	23	12				70	105



PATROL DIVISION

CITY OF NOWTHEN (ADDITIONAL REPORTING) - JANUARY - SEPTEMBER 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	1	3	1				24	54
Alarms	1	2	4	1	0	2	3	0	1				14	29
Animal Complaints	0	1	4	4	0	2	3	1	1				16	23
Fire	1	0	1	0	0	0	0	0	0				2	7
MV Complaints	0	0	0	0	0	0	0	0	1				1	10
Medicals	9	5	8	0	2	3	1	8	3				39	65
Ordinance	0	0	2	2	1	2	0	0	0				7	15
2022 TOTALS	17	11	24	8	6	10	8	12	7	0	0	0	103	203

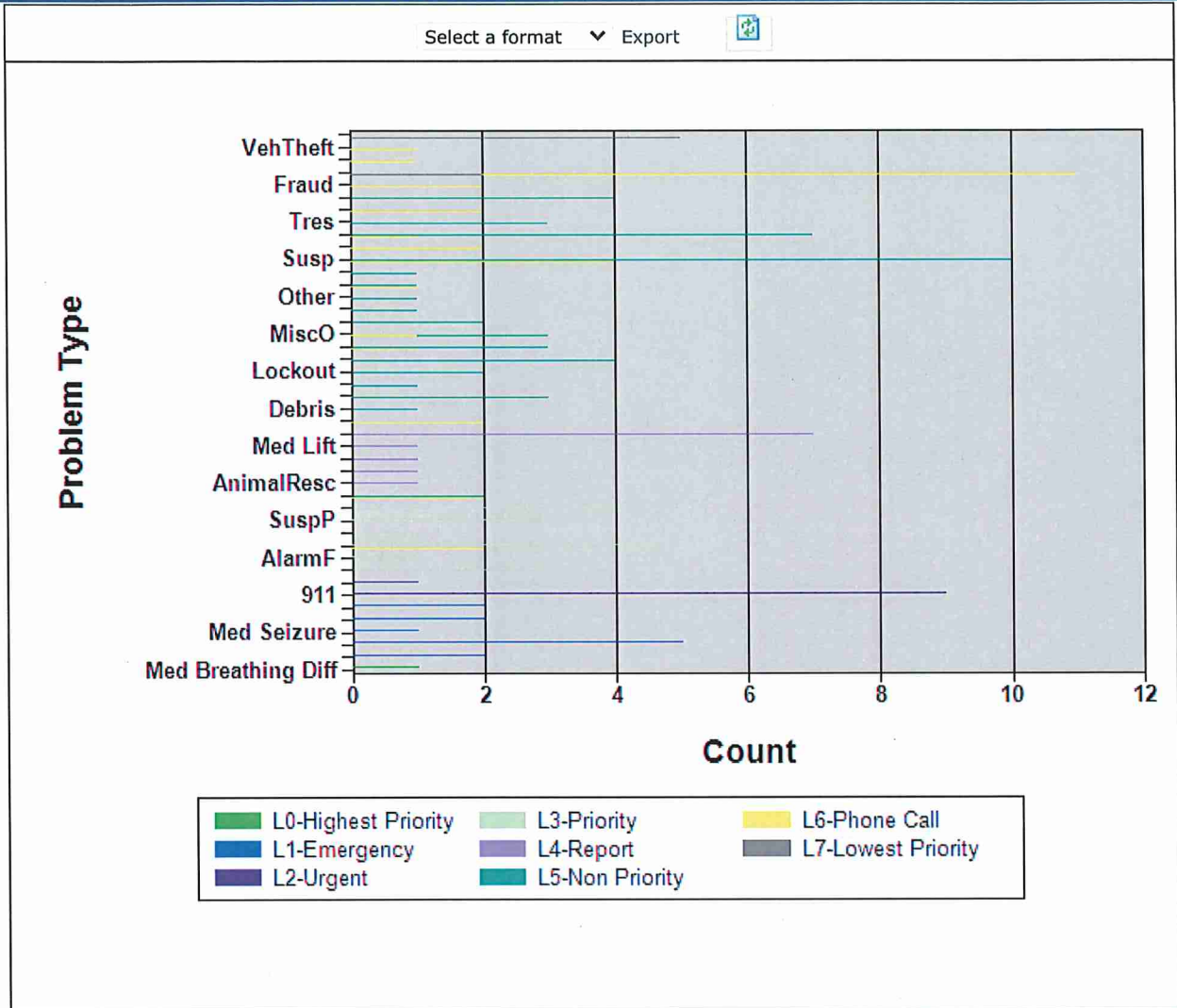


Problem Type Summary

8:31 AM 10/04/2022

Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	Nowthen Law
Day Range:	Date From 9/1/2022 To 9/30/2022
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	9	0	0	0	0	0	9
Abandon	0	0	0	0	0	0	0	0	0
Abuse	0	0	0	0	0	0	0	0	0
AbuseP	0	0	0	0	0	0	0	0	0
AlarmB	0	0	0	3	0	0	0	0	3

AlarmCO	0	0	0	0	0	0	0	0	0
AlarmCOill	0	0	0	0	0	0	0	0	0
AlarmF	0	0	0	1	0	0	0	0	1
AlarmFsmoke	0	0	0	0	0	0	0	0	0
AlarmHoldup	0	0	0	0	0	0	0	0	0
AlarmV	0	0	0	0	0	0	0	0	0
AlarmWF	0	0	0	0	0	0	0	0	0
Animal	0	0	0	0	1	2	2	0	5
AnimalResc	0	0	0	0	1	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0
Assault	0	0	0	0	1	0	0	0	1
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	1	0	0	0	1
BurgP	0	0	0	0	0	0	0	0	0
Civil	0	0	0	0	0	1	2	0	3
CivilP	0	0	0	0	0	0	0	0	0
CSC	0	0	0	0	0	0	0	0	0
Debris	0	0	0	0	0	1	0	0	1
Deer	0	0	0	0	0	3	0	0	3
Disorderly	0	0	0	0	0	0	0	0	0
Dom	0	0	0	5	0	0	2	0	7
DomP	0	2	0	0	0	0	0	0	2
Drugs	0	0	0	0	0	0	0	0	0
DUI	0	0	0	1	0	0	0	0	1
Dumping	0	0	0	0	0	0	0	0	0
Escort	0	0	0	0	0	0	0	0	0
ExPat	0	0	0	0	0	0	0	5	5
F Aircraft	0	0	0	0	0	0	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	0
F Gas Out	0	0	0	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	1	0	0	0	0	0	1
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	2	0	2
FraudP	0	0	0	0	0	0	0	0	0
FU	0	0	0	0	0	0	11	2	13
FW	0	0	0	0	0	0	0	0	0
Gun	0	0	0	0	0	0	0	0	0
Harass	0	0	0	0	0	0	0	0	0
Info	0	0	0	0	0	1	0	0	1
Liq	0	0	0	0	0	0	0	0	0
Lockout	0	0	0	0	0	2	0	0	2
LockoutP	0	0	0	0	0	0	0	0	0
MA	0	0	0	0	0	4	0	0	4

MASS	0	0	0	0	0	0	0	0	0
Med -	0	5	0	0	0	0	0	0	5
Med Alarm	0	0	0	0	0	0	0	0	0
Med Allergic	0	0	0	0	0	0	0	0	0
Med Assault	0	0	0	0	0	0	0	0	0
Med Bleed	0	0	0	0	0	0	0	0	0
Med Breathing Diff	1	0	0	0	0	0	0	0	1
Med Breathing Not	0	0	0	0	0	0	0	0	0
Med Choking	0	0	0	0	0	0	0	0	0
Med Drown	0	0	0	0	0	0	0	0	0
Med Electro	0	0	0	0	0	0	0	0	0
Med Fall	0	0	0	0	0	0	0	0	0
Med Heart	0	0	0	0	0	0	0	0	0
Med Hold	0	0	0	0	0	0	0	0	0
Med ILL	0	0	0	0	0	0	0	0	0
Med Info	0	0	0	0	0	0	0	0	0
Med Lift	0	0	0	0	1	0	0	0	1
Med OB	0	0	0	0	0	0	0	0	0
Med Priority	0	0	0	0	0	0	0	0	0
Med Seizure	0	1	0	0	0	0	0	0	1
Med Stab-Gunshot	0	0	0	0	0	0	0	0	0
Med Stroke	0	2	0	0	0	0	0	0	2
Med Uncon	0	0	0	0	0	0	0	0	0
Medex	0	0	0	0	0	0	0	0	0
Misc	0	0	0	0	0	3	1	0	4
MiscO	0	0	0	0	0	3	1	0	4
Mutual Aid Law	0	0	0	0	0	0	0	0	0
Noise	0	0	0	0	0	2	0	0	2
NoTag	0	0	0	0	0	0	0	0	0
Ord	0	0	0	0	0	1	0	0	1
Other	0	0	0	0	0	1	0	0	1
Park	0	0	0	0	0	0	0	0	0
PD	0	0	0	0	7	0	0	0	7
Person	0	0	0	0	0	0	1	0	1
PI	0	2	0	0	0	0	0	0	2
POR	0	0	0	0	0	0	0	0	0
Property	0	0	0	0	0	1	1	0	2
PW	0	0	0	0	0	0	0	0	0
REPO-TOW	0	0	0	0	0	0	0	0	0
RJ	0	0	0	0	0	0	0	0	0
RoadClosure	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
RobberyP	0	0	0	0	0	0	0	0	0
Shots	0	0	0	0	0	0	0	0	0
Slumper	0	0	0	0	0	0	0	0	0
StolenProp	0	0	0	0	0	1	0	0	1
Suicide	0	0	0	0	0	0	0	0	0
SuicideP	0	0	0	0	0	0	0	0	0
Susp	0	0	0	0	0	10	4	0	14
SuspP	0	0	0	3	0	0	0	0	3
Theft	0	0	0	0	0	1	2	0	3
TheftP	0	0	0	0	0	0	0	0	0
Threat	0	0	0	0	0	0	0	0	0
ThreatP	0	0	0	0	0	0	0	0	0
Traf	0	0	0	0	0	7	1	0	8
Tres	0	0	0	0	0	3	0	0	3
UNK	0	0	0	0	0	0	0	0	0
Unsecure	0	0	0	0	0	0	0	0	0
Vand	0	0	0	0	0	1	2	0	3
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	0	1	0	1
VehTheftP	0	0	0	0	0	0	0	0	0
Weapon	0	0	0	0	0	0	0	0	0
Weather	0	0	0	0	0	0	0	0	0
Welfare	0	0	0	0	0	4	0	0	4
WelfareP	0	0	0	0	0	0	0	0	0

WT

Total

0	0	0	4	0	0	0	0	4
1	12	10	17	12	52	33	7	144

[Go Back](#)

[Close](#)



October Fire Department Report

For the month of October 2022, the fire department responded to 19 incidents (4 more than the previous month) with an average response time of 11 minutes and 26 seconds (9 second increase from September). The average number of firefighters attending calls for service was 3.8. The fire department reports zero dollar loss from fires during the month of September.

On October 30th- The fire department responded to a reported grass fire on the 6000 block of Merles Ln NW. Arriving crews found a large grass fire and requested assistance from Ramsey and St. Francis Fire Departments. The fire was controlled in approximately 2 hours. No damage to property is associated with this incident.



REQUEST FOR COUNCIL ACTION

Agenda Item: 5A	Department: Fire Department	Requested Council Meeting Date: November 10, 2022	Submitted By: Adam Schrag, Asst. Fire Chief
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX ALLOWING THE PURCHASE OF A DEFENDER 380 PVC WITH MERCURY 15 HP BOAT & TRAILER FROM DEFENDER MARINE OUTFITTER TO ASSIST THE NOWTHEN FIRE DEPARTMENT WITH ICE AND WATER RESCUE.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The Nowthen Fire Department currently does not have a boat for water rescue. Within the city we have 11 lakes, equal to 1.54 square miles of water. Our closest neighbors with a boat are Ramsey Fire and the Anoka County Sheriff's Department, and a response from the Anoka County Sheriff's Department is not guaranteed in a timely manner (i.e., if the boat is deployed patrolling a water way at the time of call).

The boat will be a great asset to Nowthen and the surrounding communities as it can be used for ice rescues as well as water rescues.

The Nowthen Fire Department has searched out several vendors and found pricing and inventory an issue. The Nowthen Fire Department would like to purchase a boat, motor, and trailer from Defender Marine Outfitter who has given us the lowest quote of \$10,530.00.

SOURCE OF FUNDING: BOND 701-47701-580

REQUESTED COUNCIL ACTION: Approve Resolution 2022-XX to allow the purchase of a Defender 380 PVC with Mercury 15 HP boat and trailer from Defender Marine Outfitter to assist the Nowthen Fire Department with ice and water rescue.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

Defender Industries, Inc.

42 Great Neck Road, Waterford, CT 06385-3336

Tel: 860-701-3400 Fax: 860-440-3408

DEFENDER 380

MERCURY 15MH

ORDER #

QUOTE

DATE

10/24/2022

SOLD TO:

CITY OF NOWTHEN FIRE DEPARTMENT
 ATTN: ASST. CHIEF ADAM SCHRAG
 8188 199TH AVE NW
 NOWTHEN, MN 55330
 TEL: (763) 760-4630
 E-MAIL: ADAM@NOWTHENMN.NET

SHIP TO:

CITY OF NOWTHEN FIRE DEPARTMENT
 ATTN: ASST. CHIEF ADAM SCHRAG
 8188 199TH AVE NW
 NOWTHEN, MN 55330
 TEL: (763) 760-4630

ITEM	QUANT.	PRODUCT DESCRIPTION		PACKAGE TOTAL
SKU 459539	1	DEFENDER-380 INFLATABLE BOAT, RED PVC FABRIC, 2023 MODEL YEAR	\$3,828.00	\$3,828.00
		LENGTH 12' 6", BEAM 5' 9", WEIGHT 227 LBS, MAX MOTOR 25HP [15" SHAFT]		
		6 PERSON CAPACITY OR 1653 LBS, ALUMINUM FLOOR		
		SERIAL NUMBER [PENDING]		
SKU 308359	1	MERCURY 15MH, 15HP EFI 4-STROKE OUTBOARD, 15" SHAFT, 2023 MODEL YEAR	\$2,895.00	\$2,895.00
		WT: 103LBS, MANUAL TILT, ROPE START, TILLER STEERING, FUEL TANK & LINE		
		SERIAL NUMBER [PENDING]		
SKU 459196	1	VENTURE VB-1000 GALVANIZED BUNK TRAILER, 1000# CAPACITY	\$1,412.00	\$1,412.00
		FOR 12'-14' BOATS, 2" BALL, TONGUE JACK, LED LIGHTS, 2022 MODEL YEAR		
		VIN # [PENDING]		
MISC.	1	TRAILER KEEL ROLLER MODIFICATION, INSTALLATION OF CARPETED	\$200.00	\$200.00
		KEEL-BUNK SUPPORT TO MINIMIZE DAMAGE IN LAUNCH & RETRIEVAL		
DELIVERY	1	TRANSPORT BY BOAT HAULER TO COMMERCIAL FACILITY WITH FORKLIFT	\$1,775.00	\$1,775.00
		DELIVERY COST INCLUDES TRANSPORT & SHRINK WRAPPING		
Defender FEIN 13-5545607 CT Tax #5323944-000 CAGE #1D2Y2 DUNS #00-130-4617				
MISC	3	ASSEMBLY, SET UP ON TRAILER, MISC. RIGGING MATERIALS AND DEALER PREP	\$140.00	\$420.00
MERCHANDISE SUBTOTAL			\$10,530.00	
ORDER SUBTOTAL			\$10,530.00	
SALES TAX		STATE & LOCAL SALES TAX, DETERMINED BY DESTINATION AT TIME OF INVOICE (IF APPLICABLE)		TBD
FULL PAYMENT IS REQUIRED PRIOR TO PICK UP OR DELIVERY				
DEFENDER DOES NOT OFFER OPEN BILLING TERMS				
NOTES:			BALANCE DUE	\$10,530.00

Quote is valid for 5 days. Prices subject to change by the manufacturer without notice.

Prices do not include taxes, delivery, optional equipment or registration fees unless otherwise specified.

Product warranties are covered by the manufacturer.



Emergency Responder Package

Defender 380 PVC w/ Mercury ~~20HP~~ EFI

15 HP

- 12' 6", Aluminum Floor, Red PVC
- Mercury 20HP EFI 4-Stroke Outboard
- Trailer w/ Carpeted Keel Support & Bow Stop

Packages Starting At **\$9,975.00**

- * AGENCY ONLY PRICE
- * Pricing does not include shipping
- * Other engine options available (contact for pricing)
- * Boat available in gray PVC
- * Available in Red & Gray Hypalon (contact for pricing)

CONTACT INFLATABLES@DEFENDER.COM or CALL 800-628-8225 OPTION 7

Prices subject to change without notice

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 ALLOWING THE PURCHASE OF A DEFENDER 380 PVC WITH MERCURY 15 HP BOAT AND TRAILER FROM DEFENDER MARINE OUTFITTER TO ASSIST THE NOWTHEN FIRE DEPARTMENT WITH ICE AND WATER RESCUE

WHEREAS, the Nowthen Fire Department currently does not have a boat for water rescue and,

WHEREAS, Nowthen has 11 lakes within city limits and our closest neighbors with a water rescue vehicle are the Ramsey Fire Department and Anoka County Sheriff's Department which limits our response times to these types of rescues and,

WHEREAS the Nowthen Fire Department sought out several vendors and found the best inventory and pricing from Defender Marine Outfitters and,

WHEREAS the Fire Department would like to purchase a Defender 380 PVC with a Mercury 15 HP Boat and Trailer and Defender has given the lowest quote of \$10,530.00.

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 purchase would be \$10,530.00
3. Funds for this purchase would come from the Bond that has been set aside for FD. The remaining balance if boat is purchased would be \$10,996.00.
4. Authorization for FD to move forward with purchase.

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 10th day of November 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST
By: SCOTT LEHNER
Its City Administrator

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

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



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

Nowthen City Council
November 10, 2022
Agenda @ 7:00 pm

Assessor Presentation



REQUEST FOR COUNCIL ACTION

Agenda Item: 7A	Department: Planning	Requested Council Meeting Date: November 10, 2022	Submitted By: Liz Stockman
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TITLE OF ISSUE:**CONSIDER APPROVAL OF A 50 FOOT SHORELAND SETBACK VARIANCE FOR 20885 ENGEN BOULEVARD****BACKGROUND AND SUPPLEMENTAL INFORMATION:**

A 100-foot setback is being requested from the OHWL of Bear Lake rather than the required 150 foot setback due to the irregular configuration of this parcel, existence of numerous wetlands, topographic challenges and existing shared driveway location.

The Planning and Zoning Commission held a public hearing at their October 25, 2022 regular meeting and, after significant discussion/questions, recommended by a vote of 5-0 to approve the 50-foot Variance request. Two members were absent.

Direction was given for TPC to contact the DNR relative to the specific Variance request and also to inquire about the history of Bear Lake as it relates to the overflow/direction of stormwater flow.

On October 31, 2022, DNR Area Hydrologist Wes Saunders-Pearce spoke to Planner Stockman via phone and stated that he is accepting the proposed Variance, has no comments or conditions and states that the DNR's files do not contain any historic information relative to the overflow of Bear Lake or previous projects pertaining thereto.

In speaking to Mr. Saunders-Pearce as well as Shane Nelson, it was learned that Bear Lake is considered a land-locked lake of natural origin which will overflow to the east and over Engen Boulevard during large storm events. A small amount of overflow goes north across the Polgreen property into another land-locked wetland. Topography on the south side of the lake is 10+ feet higher than other areas surrounding the lake and likely never accommodated any overflow in that direction.

The lake's land-locked status does not impact the Variance request and the proposed lowest floor elevation of the new home, having been approved by the City Engineer, is 3+ feet above the highest known flood elevation. Unless flood-related issues arise in the future which impact numerous properties, there likely won't be a remedy to the land-locked status. A drainage study and involvement of landowners throughout the watershed, beyond just the riparian lots, would be costly and quite complicated.

SOURCE OFFUNDING:

N/A

REQUESTED COUNCIL ACTION:

Motion to approve the 50-foot Shoreland Structure Setback Variance for 20885 Engen Boulevard subject to the conditions as outlined in the City Council Findings.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other: TPC Report and graphics distributed previously

**CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA**

**CITY COUNCIL
FINDINGS & DECISION
SHORELAND VARIANCE**

APPLICANT: Patricia Polgreen, 20885 Engen Boulevard NW, Nowthen, MN 55330

Ben Polgreen, 177 Highwood Drive, Chaska, MN 55318

APPLICATION: Request for approval of a Variance to allow a 100-foot setback from the Bear Lake Ordinary High Water Level of 931.2 ; **PID# 17-33-25-42-0003 and 17-33-25-31-0003.**

CITY COUNCIL MEETING: November 10, 2022

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

1. The legal description of the properties is attached as Exhibit A.
2. The subject site is guided by the Comprehensive Plan permanent rural residential land uses through the year 2040.
3. The subject site is zoned RRA, Rural Residential Agriculture.
4. The subject property encompasses 11.25 acres and contains an existing residence, which is to be removed upon approval of the current request. The existing residence to be removed is at a +/-93 foot setback from the OHWL of Bear Lake.
5. The property is irregular in shape, is located within the Shoreland District of Bear Lake and contains numerous wetlands.
6. Bear Lake is considered a land-locked lake of natural origin which will overflow to the east and over Engen Boulevard during large storm events. A small amount of overflow goes north into another land-locked wetland. Topography on the south side of the lake is 10+ feet higher than other areas surrounding the lake and likely never accommodated overflow in that direction.

7. An existing shared private driveway currently serves the property.
8. Section 11-3-10.C.3 of the Nowthen City Code specifically addresses shoreland variances:
 - a. Variances may only be granted in accordance with Minnesota Statutes, Chapter 462. A variance may not circumvent the general purposes and intent of this Chapter. No variance may be granted that would allow any use that is prohibited in the zoning district in which the subject property is located. Conditions may be imposed in the granting of a variance to ensure compliance and to protect adjacent properties and the public interest. In considering a variance request, the City Council must also consider whether the property owner has reasonable use of the land without the variance, whether the property is used seasonally or year-round, whether the variance is being requested solely on the basis of economic considerations, and the characteristics of development on adjacent properties.
 - b. The City Council shall hear and decide requests for variances in accordance with the rules that it has adopted for the conduct of business. When a variance is approved after the Department of Natural Resources has formally recommended denial in the hearing record, the notification of the approved variance required in Section C.4.b below shall also include the City Council's summary of the public record/testimony and the findings of facts and conclusions which supported the issuance of the variance.
 - c. For existing developments, the application for variance must clearly demonstrate whether a conforming sewage treatment system is present for the intended use of the property. The variance, if issued, must require reconstruction of a nonconforming sewage treatment system.
9. On October 31, 2022, DNR Area Hydrologist Wes Saunders-Pierce spoke to Planner Stockman via phone and stated that he is accepting of the proposed Variance, has no comments or conditions and states that the DNR's files do not contain any historic information relative to the overflow of Bear Lake or previous projects pertaining thereto.
10. The Planning Report dated September 20, 2022 prepared by the City Planner, The Planning Company LLC., is incorporated herein.
11. The Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the request at their regular meeting on October 25, 2022. The Planning and Zoning Commission voted 5-0 in favor of the request with two members absent.

DECISION: Based on the foregoing information and applicable ordinances, the **Polgreen Variance is APPROVED** subject to the following conditions:

1. The new home meets all state and local building code and septic system requirements.
2. A building permit is obtained from the City's building official prior to beginning construction.

3. An NPDES Agreement is signed by the property owner and the required fee/escrow is submitted to the City no later than at the time of building permit issuance. Erosion control devices are installed and inspected prior to beginning construction.
4. Natural screening is maintained to the extent feasible, subject to the City's Shoreland District Regulations.
5. The two parcels are combined into one property.
6. A demolition permit is acquired and the existing home on the property is removed prior to issuance of a Permanent Certificate of Occupancy for the new home, which shall be accomplished within days of the Temporary Certificate of Occupancy issuance.
7. **Driveway easement and maintenance agreement??**
8. The applicants are responsible for all costs associated with the processing of this request.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

ADOPTED by the City Council of the City of Nowthen this 10th day of November 2022.

CITY OF NOWTHEN

By: _____
Mayor Jeff Pilon

Attest: _____
Scott Lehner, City Administrator

**CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA**

**PLANNING & ZONING COMMISSION
FINDINGS & RECOMMENDATION
SHORELAND VARIANCE**

APPLICANT: Patricia Polgreen, 20885 Engen Boulevard NW, Nowthen, MN 55330

Ben Polgreen, 177 Highwood Drive, Chaska, MN 55318

APPLICATION: Request for approval of a Variance to allow a 100-foot setback from the Bear Lake Ordinary High Water Level of 931.2 ; **PID# 17-33-25-42-0003 and 17-33-25-31-0003.**

PLANNING & ZONING COMMISSION MEETING: October 25, 2022

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

1. The legal description of the properties is attached as Exhibit A.
2. The subject site is guided by the Comprehensive Plan permanent rural residential land uses through the year 2040.
3. The subject site is zoned RRA, Rural Residential Agriculture.
4. The subject property encompasses 11.25 acres and contains an existing residence, which is to be removed upon approval of the current request.
5. The property is irregular in shape, is located within the Shoreland District of Bear Lake and contains numerous wetlands.
6. Section 11-3-10.C.3 of the Nowthen City Code specifically addresses shoreland variances:
 - a. Variances may only be granted in accordance with Minnesota Statutes, Chapter 462. A variance may not circumvent the general purposes and intent of this Chapter. No variance may be granted that would allow any use that is prohibited in the zoning district in which the subject property is located. Conditions may be imposed in the granting of a variance to ensure compliance and to protect adjacent properties and the public interest. In

considering a variance request, the City Council must also consider whether the property owner has reasonable use of the land without the variance, whether the property is used seasonally or year-round, whether the variance is being requested solely on the basis of economic considerations, and the characteristics of development on adjacent properties.

- b. The City Council shall hear and decide requests for variances in accordance with the rules that it has adopted for the conduct of business. When a variance is approved after the Department of Natural Resources has formally recommended denial in the hearing record, the notification of the approved variance required in Section C.4.b below shall also include the City Council's summary of the public record/testimony and the findings of facts and conclusions which supported the issuance of the variance.
 - c. For existing developments, the application for variance must clearly demonstrate whether a conforming sewage treatment system is present for the intended use of the property. The variance, if issued, must require reconstruction of a nonconforming sewage treatment system.
7. The Planning Report dated September 20, 2022 prepared by the City Planner, The Planning Company LLC., is incorporated herein.
 8. The Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the request at their regular meeting on October 25, 2022.

RECOMMENDATION: Based on the foregoing information and applicable ordinances, the **Polgreen Variance is APPROVED** subject to the following conditions:

1. The new home meets all state and local building code and septic system requirements.
2. The Department of Natural Resources reviews and comments on the proposed Variance, which may require compliance with specified conditions. *Planner Stockman contacts Wes Saunders-Pierce at the DNR to inquire about any comments on the proposed Variance and Bear Lake overflow.*
3. A building permit is obtained from the City's building official prior to beginning construction.
4. An NPDES Agreement is signed by the property owner and the required fee/escrow is submitted to the City no later than at the time of building permit issuance. Erosion control devices are installed and inspected prior to beginning construction.
5. Natural screening is maintained to the extent feasible, subject to the City's Shoreland District Regulations.
6. The two parcels are combined into one property.
7. *A demolition permit is acquired and the existing home on the property is removed following*

completion of the new home.

8. *The City Attorney is contacted relative to the existing shared driveway and requirement for a shared driveway easement and maintenance agreement.*

9. The applicants are responsible for all costs associated with the processing of this request.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

ADOPTED by the Planning & Zoning Commission of the City of Nowthen this 25th day of October 2022.

CITY OF NOWTHEN

By: _____
Dale Ames, Commission Chair

Attest: _____
Scott Lehner, City Administrator

Site Plan

for

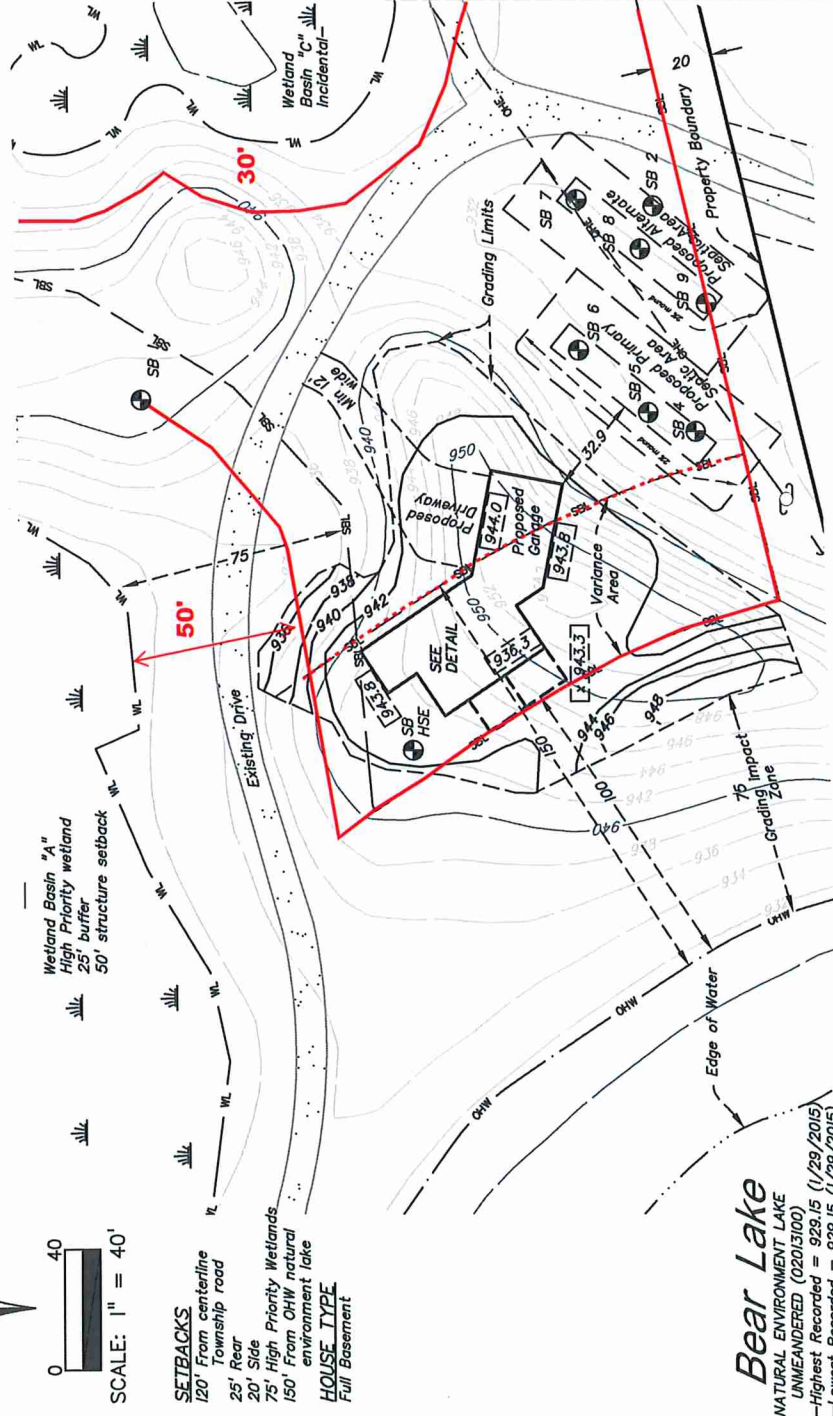
Ben Polgreen

Part of Section 17, Township 33, Range 25
City of Nowthen, Anoka County, Minnesota

Reference Certificate of Survey by Bogart,
Pederson & Associates, Inc. for Ben
Polgreen Dated 4/12/2022

PROPOSED HOUSE ELEVATIONS

- Top of Foundation Elev = 944.3
- Garage Floor Elev = 944.0
- Lowest Floor Elev = 936.3
- Minimum Lowest Floor Elev = 934.2
(3' above OHW)



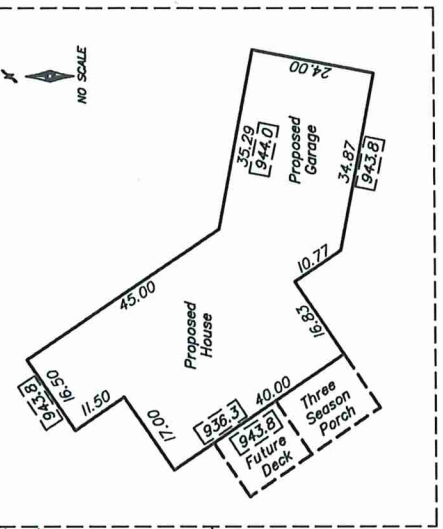
SETBACKS
 120' From centerline Township road
 25' Rear
 20' Side
 75' High Priority Wetlands
 150' From OHW natural environment lake
HOUSE TYPE
 Full Basement

Bear Lake
 NATURAL ENVIRONMENT LAKE
 UNDEVELOPED (02013100)
 -Highest Recorded = 929.15 (1/29/2015)
 -Lowest Recorded = 928.15 (1/29/2015)
 -Ordinary High Water = 931.2
 (NAVD 88)

LEGEND:

- Denotes soil boring
- Denotes power pole
- Denotes wet land interior
- Denotes gravel surface
- Denotes major contour
- Denotes minor contour
- Denotes delineated wetland
- Denotes waters edge
- Denotes ordinary high water (OHW) line
- Denotes building setback line

Detail:



REV NO.	DATE	DESCRIPTION
1	8/25/2023	Fixed Wetland A line, applied 75' offset

DESIGN BY:	CK
DRAWN BY:	CAW
CHECKED BY:	CAW
DWG FILE/EASEMENT:	
FILE NO.:	22-0117.00

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Signed: *Craig Wensmann*
 Craig A. Wensmann
 Dater: 8/15/22 Lic. No. 47466

BOGART, PEDERSON & ASSOCIATES, INC.	
LAND SURVEYING CIVIL ENGINEERING MAPPING	
13076 FIRST STREET, BECKER, MN 55305-1322 TEL: 763-582-8822 FAX: 763-582-8844	

Site Plan Ben Polgreen Sec. 17, Twp. 33, Rng. 25 Anoka County, MN	SHEET NO. 1
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REQUEST FOR COUNCIL ACTION

Agenda Item: 7B	Department: Planning	Requested Council Meeting Date: November 10, 2022	Submitted By: Liz Stockman
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TITLE OF ISSUE:
CONSIDER DENIAL OF AN AMENDED CUP APPLICATION FOR A CELL TOWER LOCATED AT 5606 VERDE VALLEY RD.

TPC has been working with the GPD Group/Crown Castle/Dish Wireless and the property owner since the end of 2021. In March of 2022 an incomplete application was submitted without the necessary signatures, fees and plans. The City has provided the applicants ample opportunity to comply with the submission/application requirements and has been in communication both verbally and in writing over the course of 6-8 months. They were asked to withdraw the application and did so on September 6, 2022 only to resubmit the same incomplete application and plans on September 7, 2022.

The deadline for submission of missing items was October 24, 2022 for the November Planning and Zoning meeting, which was not met. There is no December meeting. The Planning and Zoning Commission recommended by a vote of 5-0 to deny the Amended CUP.

SOURCE OF FUNDING:
 N/A

REQUESTED COUNCIL ACTION:
 Motion to DENY the Amended CUP application for reasons as outlined in the attached City Council Findings.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

**CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA**

**CITY COUNCIL
FINDINGS & DECISION
AMENDED CONDITIONAL USE PERMIT**

APPLICANT: Matthew Schmidtbauer, 19721 Nowthen Blvd, Nowthen, MN 55303

GPD Group, 520 South Main Street, Suite 2531, Akron, OH 44311

APPLICATION: Request for approval of an Amended CUP to allow the addition of additional antennae and ground equipment in compliance with Section 11-8 of the City Code;
PID# 14-33-25-44-0001.

CITY COUNCIL MEETING: November 10, 2022

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

1. The site location is 5606 Verde Valley Road and the legal description of the property is **THE SE1/4 OF SE1/4 OF SEC 14 TWP 33 RGE 25, EX RD, SUBJ TO EASE OF REC.**
2. The subject site is guided by the Comprehensive Plan permanent rural residential land uses through the year 2040.
3. The subject site is zoned RRA, Rural Residential Agriculture.
4. The subject property encompasses 37.54 acres and contains an existing cell tower, upon which several different companies have co-located equipment.
5. The existing cell tower was approved by the Burns Township Board on May 9, 2000 and an Amended CUP was approved on July 9, 2002.
6. Dish Wireless wishes to co-locate communication equipment on the existing tower and add ground equipment to the site.
7. A Conditional Use Permit application was received at the city offices on March 21, 2022 (plans

dated 8/4/21) and was deemed incomplete. Plans were revised on 6/2/22 and 8/1/22 and remained incomplete. The application was withdrawn on September 6, 2022.

8. A Conditional Use Permit application was received at the city offices on September 7, 2022 which did not meet application and submission requirements, however, staff did not notify the applicants of the incomplete status within the 15-day time period, so the application had to be processed under the 60-day rule.
9. The applicants were provided a list of missing submission items and provided a deadline date of October 24, 2022 to correct the deficiencies. No additional or revised items were submitted:
 - a. Updated application with current dates and signatures (not the previously withdrawn version).
 - b. Application, administrative and recording fees (only escrow was submitted)
 - c. Application signed by the property owner
 - d. Landscaping, fencing and screening plan
 - e. All improvements located within the leased area.
10. A 60-day extension of the review period was exercised on October 14, 2022 which extended the 120-day review period to January 5, 2023.
11. City Code Section 11-8-9: ACCESSORY UTILITY BUILDINGS: All utility buildings and structures accessory to a tower shall be architecturally designed to blend in with the surrounding environment and shall meet the minimum setback requirements of the underlying zoning district. Ground mounted equipment shall be screened from view by suitable vegetation, except where a design of non-vegetative screening better reflects and complements the architectural character of the surrounding neighborhood. Accessory buildings shall not be more than 2,000 square feet in size.
12. City Code Section 11-8-11: ANTENNAS MOUNTED ON ROOFS, WALLS AND EXISTING TOWERS: The placement of wireless telecommunication antennas on roofs, walls, and existing towers shall be approved by issuance of a conditional use permit in the same manner as approval of new towers.
13. The Memorandum dated October 18, 2022 prepared by the City Planner, The Planning Company LLC., is incorporated herein.
14. The Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the request at their regular meeting on October 25, 2022.

DECISION: Based on the foregoing information and applicable ordinances, the **Amended Conditional Use Permit is DENIED** for the following reasons:

1. Application requirements have not been met. The application was resubmitted after being

withdrawn, was not updated with current dates/signatures, was not signed by the property owner and did not include the required fees.

2. Submission requirements have not been met, inclusive of a landscaping/screening/fencing plan.
3. The applicants did not meet the required deadline for inclusion on the November 2022 Planning and Zoning meeting. The City does not conduct a December meeting.
4. The proposed improvements are not contained within the current leased area.
5. The applicants are responsible for all costs associated with the processing of this request.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

ADOPTED by the City Council of the City of Nowthen this 10th day of November 2022.

CITY OF NOWTHEN

By: _____
Mayor Jeff Pilon

Attest: _____
Scott Lehner, City Administrator

**CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA**

**PLANNING & ZONING COMMISSION
FINDINGS & RECOMMENDATION
AMENDED CONDITIONAL USE PERMIT**

APPLICANT: Matthew Schmidtbauer, 19721 Nowthen Blvd, Nowthen, MN 55303

GPD Group, 520 South Main Street, Suite 2531, Akron, OH 44311

APPLICATION: Request for approval of an Amended CUP to allow the addition of additional antennae and ground equipment in compliance with Section 11-8 of the City Code;
PID# 14-33-25-44-0001.

PLANNING & ZONING COMMISSION MEETING: October 25, 2022

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

1. The site location is 5606 Verde Valley Road and the legal description of the property is **THE SE1/4 OF SE1/4 OF SEC 14 TWP 33 RGE 25, EX RD, SUBJ TO EASE OF REC.**
2. The subject site is guided by the Comprehensive Plan permanent rural residential land uses through the year 2040.
3. The subject site is zoned RRA, Rural Residential Agriculture.
4. The subject property encompasses 37.54 acres and contains an existing cell tower, upon which several different companies have co-located equipment.
5. The existing cell tower was approved by the Burns Township Board on May 9, 2000 and an Amended CUP was approved on July 9, 2002.
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dated 8/4/21) and was deemed incomplete. Plans were revised on 6/2/22 and 8/1/22 and remained incomplete. The application was withdrawn on September 6, 2022.

8. A Conditional Use Permit application was received at the city offices on September 7, 2022 which did not meet application and submission requirements, however, staff did not notify the applicants of the incomplete status within the 15-day time period, so the application had to be processed under the 60-day rule.
9. The applicants were provided a list of missing submission items and provided a deadline date of October 24, 2022 to correct the deficiencies. No additional or revised items were submitted:
 - a. Updated application with current dates and signatures (not the previously withdrawn version).
 - b. Application, administrative and recording fees (only escrow was submitted)
 - c. Application signed by the property owner
 - d. Landscaping, fencing and screening plan
 - e. All improvements located within the leased area.
10. A 60-day extension of the review period was exercised on October 14, 2022 which extended the 120-day review period to January 5, 2023.
11. City Code Section 11-8-9: ACCESSORY UTILITY BUILDINGS: All utility buildings and structures accessory to a tower shall be architecturally designed to blend in with the surrounding environment and shall meet the minimum setback requirements of the underlying zoning district. Ground mounted equipment shall be screened from view by suitable vegetation, except where a design of non-vegetative screening better reflects and complements the architectural character of the surrounding neighborhood. Accessory buildings shall not be more than 2,000 square feet in size.
12. City Code Section 11-8-11: ANTENNAS MOUNTED ON ROOFS, WALLS AND EXISTING TOWERS: The placement of wireless telecommunication antennas on roofs, walls, and existing towers shall be approved by issuance of a conditional use permit in the same manner as approval of new towers.
13. The Memorandum dated October 18, 2022 prepared by the City Planner, The Planning Company LLC., is incorporated herein.
14. The Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the request at their regular meeting on October 25, 2022.

RECOMMENDATION: Based on the foregoing information and applicable ordinances, the **Amended Conditional Use Permit is DENIED** for the following reasons:

1. Application requirements have not been met. The application was resubmitted after being

withdrawn, was not updated with current dates/signatures, was not signed by the property owner and did not include the required fees.

2. Submission requirements have not been met, inclusive of a landscaping/screening/fencing plan.
3. The applicants did not meet the required deadline for inclusion on the November 2022 Planning and Zoning meeting. The City does not conduct a December meeting.
4. The proposed improvements are not contained within the current leased area.
5. The applicants are responsible for all costs associated with the processing of this request.

MOTION BY: Dale Ames

SECOND BY: Martin Bies

ALL IN FAVOR: 5 (Lewis and Pearo absent)

THOSE OPPOSED: 0

ADOPTED by the Planning & Zoning Commission of the City of Nowthen this 25th day of October 2022.

CITY OF NOWTHEN

By: _____
Dale Ames, Commission Chair

Attest: _____
Scott Lehner, City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 7C	Department: Admin/Planning	Requested Council Meeting Date: November 10, 2022	Submitted By: Liz Stockman
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TITLE OF ISSUE:
CONSIDER APPROVAL OF A FINAL ASSESSMENT LIST CERTIFIED FOR 2023 TAX ROLL

BACKGROUND AND SUPPLEMENTAL INFORMATION:

In accordance with Minnesota Statute §429.101, City staff have prepared a FINAL ASSESSMENT ROLL for the Unpaid Special Charges incurred prior to August 24, 2022. The City Council reviewed the Draft Assessment Roll at their October 20, 2022 work session and authorized City staff to notify the property owners by following statutory notice requirements: 1) published notice of the proposed assessment in the City's official newspaper (October 28th edition for the November 10th meeting); and 2) mailed notice of the proposed assessment.

As required by Statute, the City Council will hold a public hearing, which is being held on November 10, 2022, at 7:00 p.m. in the Historic Town Hall. Property owners were provided the opportunity to pay their outstanding balances and two (2) of the eight (8) have done so.

The purpose of the assessment hearing is not for the City Council to determine if a violation has occurred. The ability to appeal a citation is provided for as an administrative process under applicable sections of the City Code. Property owners were previously notified of the citation, and possible penalties and were given an opportunity to appeal the charges. The ability to appeal the fines and charges that are now due has lapsed for each of the properties included on the proposed assessment roll.

After the public hearing is closed, the City Council will consider, and possibly adopt the FINAL ASSESSMENT ROLL and Resolution 2022-XX. The delinquent unpaid special charges plus the administrative charge of 6.00% per year will be provided to Anoka County and ultimately assessed.

SOURCE OF FUNDING:

N/A

REQUESTED COUNCIL ACTION:

Motion to approve Resolution 2022-XX authorizing submission of the FINAL ASSESSMENT ROLL to Anoka County which outlines the miscellaneous special assessments plus the administrative charge of 6.00% per year.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

CITY OF NOWTHEN
COUNTY OF ANOKA
STATE OF MINNESOTA

RESOLUTION NO: 2022-___

APPROVING ASSESSMENT ROLL FOR UNPAID SPECIAL CHARGES

WHEREAS, pursuant to Minnesota Statutes 429.101, subdivision 1, the listed Property Owners in the attached Exhibit A have been duly billed for administrative fines incurred for violations and administrative costs incurred by the City and have delinquent balances as of August 24, 2022; and

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

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

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

1. Such proposed assessment roll, attached hereto as Exhibit A, is hereby accepted and shall constitute the special assessment against the properties named therein and that the tract of land therein included is hereby found to have received and not paid for.
2. Such assessment shall be payable with property taxes levied in 2022 for collection in 2023, in one annual installment with an interest rate of 6.00% per annum from the date of this resolution through December 31, 2023.
3. The City shall forthwith transmit a certified copy of this assessment to the Anoka County Auditor to be extended on the property tax lists of the County. Such assessments shall be paid over in the same manner as other City property taxes.

ADOPTED by the Nowthen City Council this 10th day of November, 2022.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF NOWTHEN

Jeff Pilon, Mayor

ATTEST:

Scott Lehner, City Administrator

2022 Assessment List Certified for 2023 Tax Roll

PIN	Legal	Address	County Fund #	Name	Annual Interest Rate	Principal Amt	Year	Annual Spread		Interest Date Used	
								Principal	Interest		Total Payment
02-33-25-43-0003	THAT PART OF W 433 FT OF S1/2 OF SE1/4 OF SEC 2 TWP 33 RGE 25 LYG NLY OF C/L OF NORRIS LAKE RD, AKA CSAH NO 24 & LYG SLY OF N 300 FT OF SD S1/2, EX RD, SUBJ TO EASE OF REC	5833 Norris Lake Rd.		Bashir Moghul	6%	\$3,200.00	2022	\$3,200.00	\$37.48	\$3,237.48	8/24/2022
27-33-25-33-0002	THE NE1/2 OF SW1/4 OF SEC 27-33-25-33 EX RD, SUBJ TO EASE OF REC	19066 Jasper St. NW		Dan Larson	6%	\$1,200.00	2022	\$1,200.00	\$10.55	\$1,210.55	8/24/2022
24-33-25-31-0008	LOT 4 BLOCK 1 TRACY'S ESTATES	19960 St. Francis Blvd. NW		Murey Uvertis	6%	\$1,200.00	2022	\$1,200.00	\$5.33	\$1,205.33	8/24/2022
26-33-25-11-0003	THAT PART OF NE1/4 OF NE1/4 OF SEC 26 TWP 33 RGE 25 DESC AS FOL: PT ON E LINE OF SD 1/4 1/4 460 FT S OF NE COR THEREOF, TH W PRL/W N LINE OF SD 1/4 1/4, 746.65 FT, TH S 3 DEG 38 MIN W 290.54', TH S 89 DEG 36 MIN E 766.6 FT, TH N 290 FT ALG E LINE OF SD 1/4 1/4 TO POB, EX RD SUBJ TO EASE OF REC	19611 W. Ford Brook Dr.		Clower Hedlund	6%	\$300.00	2022	\$300.00	\$18.08	\$318.08	8/24/2022
36-33-25-21-0002	THAT PART OF NE1/4 OF NW1/4 OF SEC 36 TWP 33 RGE 25 DESC AS FOL: COM AT NW COR OF SD 1/4 1/4, TH S 1 DEG 02 MIN 27 SEC E ALG W LINE OF SD 1/4 1/4 34 FT, TH N 89 DEG 31 MIN 17 SEC E PRL/W N LINE THEREOF 820.94 FT, TH S 2 DEG 10 MIN 01 SEC E 710.09 FT TO POB, TH N 89 DEG 31 MIN 17 SEC E PRL/W SD N LINE 126.09 FT, TH S 1 DEG 08 MIN 16 SEC E PRL/W E LINE OF SD 1/4 1/4 576.62 FT TO S LINE OF SD 1/4 1/4, TH S 89 DEG 42 MIN 13 SEC W ALG SD S LINE 378.16 FT, TH N 1 DEG 08 MIN 16 SEC W PRL/W SD E LINE 575.42 FT, TH N 89 DEG 31 MIN 17 SEC E PRL/W SD N LINE 252.06 FT TO POB, SUBJ TO EASE OF REC	5270 189th Avenue NW		Brian Weichelt	6%	\$600.00	2021	\$600.00	\$35.90	\$635.90	8/24/2022
33-33-25-44-0001	THAT PART OF SE1/4 OF SE1/4 OF SEC 33 TWP 33 RGE 25 LYG SWLY OF CSAH NO 5, EX S1/2 THEREOF, EX RD, SUBJ TO EASE OF REC	18288 Nowthen Blvd.		Allen Skogquist	6%	\$400.00	2022	\$400.00	\$1.78	\$401.78	8/24/2022
						TOTAL		\$6,900.00		\$7,009.12	

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



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

Nowthen City Council
November 10, 2022
Agenda @ 7:00 pm

Administrator Update

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



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

Nowthen City Council
November 10, 2022
Agenda @ 7:00 pm

OLD BUSINESS



REQUEST FOR COUNCIL ACTION

Agenda Item: 9B1	Department: Administration	Requested Council Meeting Date: November 11, 2022	Submitted By: Deputy Clerk Natalie Johnson
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TITLE OF ISSUE: DORMANT ACCOUNT AT PINE RIVER STATE BANK – ECONOMIC DEVELOPMENT FUND ACCOUNT.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The Economic Development Fund Account has been unused and dormant at Pine River State Bank for some time. There is a balance of \$2,489.02 in this account.

It is the recommendation of the Finance Consultant, Lori Yager, to transfer this money into the general fund rather than letting it sit in this dormant account.

SOURCE OF FUNDING: NONE

REQUESTED COUNCIL ACTION: Approval of Resolution 2022-XX approving the closing of the Economic Development Fund Account and transferring the balance of funds into the General Fund.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

Natalie Johnson

From: Lori Yager <kayyag@gmail.com>
Sent: Thursday, October 6, 2022 2:00 PM
To: Scott Lehner; Natalie Johnson
Subject: EDA

Follow Up Flag: Follow up
Flag Status: Flagged

Scott, there is currently \$2,489.02 sitting in an Economic Development fund account at Pine River Bank. This amount has never been recorded in the city's financial statements. It is currently reported in a note on the annual financial statements during the audit. I am not sure where this money came from or what exactly it is for. It would be great to clear this up before year end and figure out if there is any limit for spending it or if it can be recorded in the city economic development fund and used for economic development purposes. Asking the mayor or other long time council members would be a good starting point. You may need council approval to move it from the separate account into the general city account. Let me know what you discover. You only have two more meetings to move it. Thanks,

Lori

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 THE CLOSING OF THE ECONOMIC DEVELOPMENT FUND ACCOUNT AND TRANSFERING THE BALANCE INTO THE GENERAL FUND ACCOUNT.

WHEREAS, the City of Nowthen has 2 bank accounts at the Pine River State Bank, and;

WHEREAS, one of the accounts is the Economic Development Fund & this account has been dormant for some time, and;

WHEREAS, it is the recommendation of Financial Consultant Lori Yager, to close the Economic Development Fund account and transfer the remaining funds of \$2,489.02 into the General Fund account also at Pine River State Bank.

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 Economic Development Fund Bank account at Pine River State Bank shall be closed and the balance in that account shall be transferred to the General Fund Bank account also at Pine River State Bank.

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 10th day of November 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 9B2	Department: Administration	Requested Council Meeting Date: November 10, 2022	Submitted By: Scott Lehner City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX APPOINTING THE CITY ASSESSOR FOR 2023-2026.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The Minnesota Property Taxation System includes two key concepts: Valuation and Classification. Classification is the use to which property is put. (Agricultural, residential, commercial, industrial, etc.)

Valuation is determined by visiting one fifth of the properties each year, among other things is used for tax purposes. Years ago, the city contracted with Anoka County rather than hire its own appraisers. Over time the costs of the appraisal went up. Mr. Erik Skogquist and Ms. Mary Wells became active and have provided the city with assessing services for some years now. I have been in contact with both Skogquist & Wells has offered to provide appraisal services for the period Jan 1st 2023 to Dec 31st 2027 for \$23,914.00 yearly and 2% increase per year.

The county offered to assess the period 2---5 years for \$22,306.00 and would anticipate increases of \$ 0% annually.

In evaluating the two I have considered the following:

1. Professional Ability: Both entities have been providing assessment services for years – generally with minimum complaint.
2. Employee Capacity: The county has eight appraisers to complete the responsibilities. I do not know the ratio of parcels per appraiser.
3. Agreement Term: I would prefer a longer-term agreement

SOURCE OF FUNDING: 100-41510-304 For 2023 the city budgeted \$25,000 since both cost proposals are lower than the amount no adjustments are needed.

REQUESTED COUNCIL ACTION: Motion and second as part of the agenda to approve Resolution 2022-XX appointing _____ as City Assessor from _____ to _____.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map
X		X		

Other:

**AGREEMENT FOR ASSESSMENT SERVICES
BETWEEN THE CITY OF NOWTHEN
AND ERIK A. SKOGQUIST, SAMA AND MARY WELLS, SAMA
IN THE CITY OF NOWTHEN, MN**

This Agreement made and entered into this _____ day of _____, 20____, by and between the City of Nowthen, 8188 199th Ave NW, Elk River MN 55330, a municipal corporation under the laws of Minnesota, hereinafter referred to as the “Municipality”, and Erik Skogquist, Senior Accredited Minnesota Assessor, License #3121, 314 Monroe St, Anoka, MN 55303 and Mary Wells, Senior Accredited Minnesota Assessor, License #3561, 3405 Edmar Ln NE, East Bethel, MN 55092, hereinafter referred to as the “City Assessors”.

WITNESSETH:

WHEREAS, the City of Nowthen, lying wholly within Anoka County, Minnesota is a city constituting a separate assessment district; and

WHEREAS, pursuant to Minnesota Statutes 273.05, the city assessor shall be appointed by the city council; and

WHEREAS, it is the wish of the Nowthen City Council to appoint Erik Skogquist and Mary Wells the Nowthen City Assessors; and

WHEREAS, it is the wish of Erik Skogquist and Mary Wells to serve as the Nowthen City Assessors and to cooperate with the Municipality to perform fair and equitable assessments of the real property within the Municipality.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed as follows:

1. The effective period of this Agreement will be from January 1, 2023 to December 31, 2027, unless earlier terminated as provided herein.
2. The City Assessors represents that they are residents of the State of Minnesota, possesses the knowledge and training in the field of property taxation necessary perform the duties of a local assessor, and is duly licensed to perform such duties in compliance with Minnesota Statutes 270.48 and Minnesota Department of Revenue Standards.
3. All real property within the geographical boundaries of Municipality will be assessed by the City Assessors for taxation beginning with the 2024 assessment payable 2025.
4. The duties of the City Assessor with be carried out consistently and in accordance with the provisions of Minnesota Statutes 273.05, 273.064 and 273.08.
5. In consideration for said assessment services, the Municipality with pay the City Assessor quarterly payments (unless earlier terminated as herein provided) as follows:

- a) The first quarterly payment will be billed on March 1, 2023, the second on June 1, 2023, the third on September 1, 2023, and the fourth on December 1, 2023.
 - b) The parties understand that to accomplish the delivery of the assessment on or before February 1, 2024, all work specific to the generation of that assessment must be done prior to February 1, 2024; the same will be true for subsequent years assessments, i.e. all work for the assessment year 2025 assessment must be done prior to February 1, 2025, etc.
6. For the duration of this contract, the Municipality will pay the City Assessor as follows:
- a) Ten and 25/100 Dollars (\$10.25) for each improved parcel of residential, seasonal recreational residential, and agricultural type property.
 - b) Four and 65/100 Dollars (\$4.65) for each unimproved parcel of residential, seasonal recreational residential, and agricultural type property.
 - c) Sixty-two and 00/100 Dollars (\$62.00) for each improved and unimproved parcel of commercial, industrial type property.
 - d) Sixty-two and 00/100 Dollars (\$62.00) for each improved and unimproved parcel of apartment or mobile/manufactured home park type property.
7. The same procedure and rates will be followed in the frequency and computation of payments for assessment services for subsequent years.
8. The City Assessor will remit quarterly billings to the Municipality totaling twenty-five (25%) percent of the estimated annual bill, with the fourth payment making up the difference between the estimated and actual amount of parcels assessed. It is hereby agreed that a 1.65% monthly interest shall be charged after the billing date on the unpaid balances, if not paid within thirty (30) days of the billing date.
9. Notwithstanding Section 1 above, the City Assessor and/or Municipality have the right to terminate the Agreement by providing twelve months written notice prior to the beginning of assessment work for the tax year. Such notice to terminate must be sent by certified mail to the other party at the address set forth above. For example, to terminate effective as of the assessment year 2026 assessment, the party must provide written notice of termination to the other party no later than February 15, 2024. Provided further, that this agreement may be terminated at any time by the Nowthen City Council on charges by the Minnesota Commissioner of Revenue on neglect of duty on the part of the City Assessor.
10. The relationship between the parties is that of an independent contractor. Nothing contained in this Agreement is intended to or should be construed as creating the relationship of copartners, employee/employer, or joint ventures between the Municipality and the City Assessor. No tenure or any rights or benefits, including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to Municipality employees will accrue to

the City Assessors or employees of the City Assessors performing services under this Agreement. The relationship between the parties is that of an independent Contractor, the Municipality having no control as to the details of the work nor over the hours or time devoted to said task to be accomplished, said concern of the Municipality being limited only to the results of said work and not the means by which it is accomplished.

11. The City Assessors agree they will defend, indemnify, and hold harmless the Municipality, its officers and employees, against any and all liability, loss, costs, damages, and expenses which the Municipality, its officers or employees, may hereafter sustain, incur, or be required to pay arising out of the City Assessors' performance or failure to adequately perform his obligations pursuant to this Agreement.
12. All data collected, created, received, maintained, or disseminated for any purposes by activates of the City Assessors because of this Agreement is governed by the Minnesota Government Data Practiced Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.
13. Pursuant to Minnesota Statutes 16B.06 subd. 4, the City Assessor agrees that the Municipality, the State Auditor, the Minnesota Department of Revenue, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary will have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc, which are pertinent to the accounting practices and procedures of the City Assessors and involve transactions relating to this Agreement.
14. During the performance of this Agreement, the City Assessors agree that no person will, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance, criminal record, creed, national origin or sexual orientation be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.
15. a) The City Assessors warrant and represent that they are currently licensed as assessors by the State of Minnesota. In the event said license is cancelled, revoked, suspended or expires during the term of the contract, the City Assessors agree to immediately inform the Municipality. The Municipality will pay only for serviced pursuant to such licensing requirements.

b) The City Assessors will comply with all applicable federal and state statutes and regulations as well as local ordinances.

c) Failure to meet the requirements of Paragraphs a) and b) above may be cause for cancellation of this Agreement effective the date of receipt of notice of cancelation, notwithstanding the provisions of Sections 1 and 9 above.
16. Any reports, studies, photographs, negatives, or other documents prepared by the City Assessor in the performance of his obligations under this Agreement will be the exclusive property of the Municipality, and all such materials will be remitted to the Municipality by the City Assessors upon completion,

termination, or cancellation of this Agreement upon the request of the Municipality. The City Assessors will not use, willingly allow, or cause to have such materials used for any purpose other than performance of the City Assessor's obligations under this Agreement without the prior written consent of the Municipality.

IN WITNESS THEROF, the Municipality and City Assessor have herby executed this agreement this _____ day of _____, 20____.

CITY OF NOWTHEN

By: _____

Title: _____

Dated: _____

By: _____

Title: _____

Dated: _____

CITY ASSESSORS

By: _____

Title: Erik A. Skogquist, SAMA License #3121

Dated: _____

By: _____

Title: Mary Wells, SAMA License #3561

Dated: _____

Scott Lehner

From: Erik Skogquist <mnassessorerik@gmail.com>
Sent: Wednesday, September 28, 2022 9:50 AM
To: Scott Lehner
Subject: Re: FW: Draft City Council Agenda for October 11, 2022 City Council Meeting
Attachments: Nowthen 2017 Contract.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Scott,

Attached is the current contract we are working under. I am away from my office where I have the signed copy filed away, but this electronic version is the same minus the dates and signatures. Below is a summary based on our estimated billing for 2022 along with the proposed 2023 rates with the same pin counts. Note we bill during the year based on the prior year parcel/pin counts but we reconcile for the 4th quarter billing based on pin count changes during the year. Since Nowthen has some growth in the residential numbers due to vacant lots becoming built upon or new plats, both the 2022 and 2023 billing may be slightly lower than the final year end totals but I would assume they are within 1% of the totals.

	2022 Pin Counts	Existing Rate	2022 Billing	Proposed Rate	2023 Billing
Improved Res/Ag	1569	\$ 10.10	\$ 15,846.90	\$10.25	\$ 16,082.25
Vacant Res/Ag	431	\$ 4.50	\$ 1,939.50	\$4.65	\$ 2,004.15
C/I/Apt Imp and Vacant	94	\$ 60.00	\$ 5,640.00	\$62.00	\$ 5,828.00
Exempt/Utility	74	\$ -	\$ -		\$ -
Totals	2168		\$ 23,426.40		\$ 23,914.40

Let me know if you have further questions.

Erik A. Skogquist
Senior Accredited MN Assessor, License #3121
phone/fax: 763-412-1966

On Tue, Sep 27, 2022 at 1:37 PM Scott Lehner <slehner@nowthenmn.net> wrote:

Hi Erik,

Do you have a current copy of the contract we are working under? I am looking at what we are being charged and what a 2% increase would equate to.



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

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September 7, 2022

Scott Lehner – City Administrator
City of Nowthen
8188 199th Ave NW
Nowthen, MN 55330

RE: Assessment Contract Proposal

Dear Mr. Lehner,

On behalf of Anoka County, I would like to thank you for the opportunity to submit the attached proposal for Assessment Services.

Contained within the proposal you will find a letter outlining what Anoka County believes are the benefits of a county contract, brief Assessment Overview as it pertains to the City of East Nowthen, Sample Contract and Sample Annual Invoice.

Please note, a final contract and invoice will be provided in the event Anoka County is selected. That contract will reflect final details negotiated between the parties.

Upon internal review, I welcome the opportunity to present this proposal in greater detail in hopes of answering any questions the council may have.

Sincerely,

Alex Guggenberger, S.A.M.A.
Anoka County Assessor
763-324-1162



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

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Dear Council Members,

To aid in your decision-making process, below are several factors Anoka County feels will be benefits of an Assessment Contract with Anoka County.

1. Revised per/parcel pricing aimed at lowering the city's annual assessment related costs while providing a superior assessment service.
2. Full-time access to Anoka's full complement of assessment professionals. This means questions, issues, and/or requests can be handled as quickly and efficiently as possible by staff working exclusively in Anoka County.
3. High level of equalization and economies of scale due to the large parcel volume under contract and higher staffing levels compared to that of local assessors. This ensures all the work outlined in the Assessment Overview below can get completed in an accurate and timely manner even if unexpected life events pop up.
4. Increased accountability with various levels of management. The County Assessor, PRT Division Manager, County Administration, as well as County Commissioners all share the same goal of providing the best assessment services for ALL property owners of Anoka County. Accountability can be limited in Local Assessment situations where already busy City Staff have limited time for assessment oversight.
5. Tax Court – Anoka County typically handles and defends tax court petitions in house and in certain circumstances outside professionals are hired. Any additional costs associated with tax court petitions is Anoka County's responsibility when we hold the contract. This is often thousands of additional dollars the city would otherwise be responsible for.
6. Flexible contract options from 2-5 years designed to meet the needs of our clients while also allowing for greater budget stability at the City Level.

All these items can be elaborated on in greater detail if allowed to present the proposal in person.

Sincerely,

Alex Guggenberger, S.A.M.A.
Anoka County Assessor
763-324-1162



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

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Assessment Overview & Proposal Details

-City of Nowthen-

High-Level Timeline & Major Job Functions:

The assessment calendar is very cyclical in nature running from March to March every year. The goal is to determine the estimated market value as of January 2nd each year. It's the estimated market value that is ultimately used to determine the payable tax each property owner will pay the following year.

Below is a high-level timeline that outlines the major job functions each month along with who is ultimately responsible for that work. This table can be discussed in greater detail during an in-person presentation.

Month	Key Date/Job Function	Who's Responsible (County or Local Assessor)
January	January 2 nd – Assessment Date Sales Ratio Analysis & Structure Adjustments Preliminary Change Report & Review	County Assessor Local Assessor (County if County Contract)
February	Finalizing Assessment & Final Change Reports Extract Values for Mailing	Both County & Local Assessor County Assessor
March	Value Notice's Mailed to Owners	County Assessor
April	Informal Reviews based on Notices	Local Assessor (County if County Contract)
May	Local Boards of Appeal/Open Book (Current Asmt) Quintile for Next Assessment Sales Verification	Local Assessor (County if County Contract) Local Assessor (County if County Contract) Local Assessor (County if County Contract)
June	County Board of Appeal Quintile for Next Assessment Sales Verification	County Assessor Local Assessor (County if County Contract) Local Assessor (County if County Contract)
August	Quintile for Next Assessment Sales Verification	Local Assessor (County if County Contract) Local Assessor (County if County Contract)
September	Quintile Completed Sales Verification	Local Assessor (County if County Contract) Local Assessor (County if County Contract)
October	New Construction – Permit Review Final Sales Verification & Clean Up First Round Land Adjustments	Local Assessor (County if County Contract) Local Assessor (County if County Contract) County & Local Assessor
November	New Construction – Permit Review Final Sales Verification Completed Preliminary Final Land Adjustments	Local Assessor (County if County Contract) Local Assessor (County if County Contract) County & Local Assessor
December	Sales Ratio Analysis & Structure Adjustments for all Property Types	County Assessor



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

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Importance of Quintile & Good Data:

The largest and most critical job function in the table above is referred to as the Quintile. Quintile is derived from the MN Statute that requires assessors to **physically view at least** one fifth of each city each year. It's this process that aims to ensure each parcel is being treated fairly and equitably from the start of our Mass Appraisal Process.

Mass Appraisal is the process of valuing like-groups of property using the physical characteristics of each parcel to generate its own individual value. It is very much a garbage-in, garbage-out process that requires the most accurate data to generate reliable values.

The value of each parcel is reviewed and revalued **each year** through our sales ratio process. If the parcel level data is inaccurate, the sales ratio process will be less reliable which will lead to unhappy property owners. The County is responsible for the Sales Ratio process each year and we solicit input from Local Assessors (where applicable) to ensure those increase or decrease are not unreasonable.

The table below contains the Nowthen Parcel Counts by property type along with traditional quintile counts.

Property Type	Parcel Count	Quintile
Agricultural	432	86
Residential	1609	332
Com/Ind/Apt	49	10
Tax Exempt	63	13
Public Utility	8	2
Total	2161	432

Considering the relatively small parcel count and time of year the current contract expires; Anoka County is proposing a 40 Month Contract that would terminate on 4/30/2026. Ending the contract after the local appeal process for the given assessment (2026 Pay 2027) would ensure the Anoka County Staff completing the work in 2025 would be able to answer resulting questions in 2026.

Given the proposed length of contract above, Anoka County's tentative plan for Nowthen would be as follows;

Calendar Year	Assessment Year	Property Type/Count
2023	2024 (Payable 2025)	All Com/Ind/Apt – 49, All Exempt - 63, & All Agricultural – 432
2024	2025 (Payable 2026)	½ of Residential – Approx. 805
2025	2026 (Payable 2027)	½ of Residential – Approx. 805
Jan-Apr 2026	2026 (Payable 2027)	Answer any phone calls associated with assessment work associated with 2026 Assessment.

*Note: Public Utility is Statutorily State Assessed and not subject to 5 Year Quintile Requirements therefore it is not listed. Regardless of contract decision, the County is responsible for administering State Assessed Utility Property.

Its important to note that our proposed plan has Anoka County doing a complete review of the entire city in **three years** not the statutorily required minimum of five. By doing this, it ensures all property owners are being treaded in a **fair and equitable manner in the shortest amount** and by the same personnel. Each these factors will help eliminate confusion and frustration on behalf of the taxpayers as well as provide more accurate data for which to budget at the City Level.



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

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Anoka County Contract No. _____

**SAMPLE - JOINT POWERS AGREEMENT
BETWEEN THE CITY OF NOWTHEN AND
COUNTY OF ANOKA FOR ASSESSMENT OF PROPERTY**

THIS AGREEMENT is made and entered into this ____ day of _____, 2021, by and between the City of Nowthen, 8188 199th Ave NW, Nowthen, MN 55330, hereinafter referred to as the "Municipality", and the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as the "County".

WITNESSETH:

WHEREAS, pursuant to Minn. Stat. § 273.072, subd. 1, any county and city, lying wholly or partially within the county and constituting a separate assessment district, may, by agreement entered under Minn. Stat. § 471.59, provide for the assessment of property in the city by the county assessor; and

WHEREAS, pursuant to Minn. Stat. § 273.072, subd. 2, the agreement may provide for the abolition of the office of the city assessor when the assessment of the property within the city is to be made under an agreement by the county assessor; and

WHEREAS, it is the wish of the County to cooperate with the Municipality to provide for a fair and equitable assessment of the property within the Municipality; and

WHEREAS, said work will be carried out in accordance with the provisions of Minn. Stat. § 471.59.

NOW, THEREFORE, in consideration of the mutual covenants and agreements stated herein, the parties agree as follows:

- I. That said Municipality constitutes a separate assessment district which lies wholly within the County and that all property in the geographical boundaries of this district shall be assessed by the County Assessor of the County beginning with the assessment year 2023, provided this Agreement is approved by the Commissioner of Revenue.
- II. Pursuant to Minn. Stat. § 273.072, subd. 2, the office of the City Assessor in the Municipality shall cease to exist on December 31, 2022, but not before the end of the term of the current City Assessor, if serving for a fixed term, or when an earlier vacancy occurs; provided, however, that upon the termination of this Agreement, the Office of City Assessor shall be automatically reestablished and shall be filled as provided by applicable law or charter in accordance with Minn. Stat. § 273.072.
- III. The term of this Agreement shall be from January 1, 2023, through assessment services performed for the 2026 Assessment unless earlier terminated as provided herein. Be it understood that Assessment services for 2026 will expire along with the contract on April 30, 2026, after all local value appeals have been resolved.



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

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IN WITNESS WHEREOF, the parties hereto have set their hands on the dates so indicated.

COUNTY OF ANOKA

CITY OF NOWTHEN

By: _____
Scott Schulte, Chair
Anoka County Board of Commissioners

By: _____
Jeff Pilon
Mayor

Dated: _____

Dated: _____

By: _____
Rhonda Sivarajah
County Administrator

By: _____
Title: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Jason Stover
Assistant County Attorney

By: _____
Title: _____

Dated: _____

Dated: _____



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

Respectful, Innovative, Fiscally Responsible

September 7th, 2022

Scott Lehner – City Administrator
City of Nowthen
8188 199th Ave NW
Nowthen, MN 55330

RE: Annual Assessment Invoice – SAMPLE ONLY

Dear City Council Members,

In accordance with our assessment contract, the following cots have been computed for the 2024, tax payable in 2025 assessment in the City of Nowthen.

57	Comm/Ind/Apt/Utility @ \$62.00 each	=	\$3,534
1,611	Improved Residential & Agricultural @ \$10.40 each	=	\$16,754
434	unimproved parcels @ \$4.65 each	=	<u>\$2,018</u>
	TOTAL		\$22,306

Please make the check payable to Anoka County in the amount of \$22,306.

As part of our assessment agreement, our office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. to answer any questions concerning the assessment in the City of Nowthen.

Sincerely,

Alex Guggenberger, S.A.M.A.
Anoka County Assessor
763-324-1162



Anoka County
MINNESOTA

ASSESSMENT NOTICE

According to our records, you own property in Anoka County, MN. In the coming weeks, appraisers from the Anoka County Assessor's Office will be visiting properties in your area as we work to complete our annual review as required by Minnesota Statute.



TIMELINES FOR REVIEW

CALENDAR YEAR OF REVIEW	ASSESSMENT YEAR (PAYABLE TAX YEAR)	PROPERTY TYPES TO BE REVIEWED
May – Sept. 2022	2023 Assessment (Payable in 2024)	All Vacant Land, Residential (1-3 Unit), Commercial, Industrial, Apartment, & Manufactured Home Parks not reviewed in the last five years.

KEY DATES

OCT. 2022

Assessment personnel begin reviewing parcels with new construction or new improvements.

NOV. 2022

Proposed Property Tax Notices (Truth in Taxation) are mailed. The 2022 Assessed Value, along with proposed levy rates are used to generate this ESTIMATE of payable tax in 2023.

DEC. 2022

Property review and new construction work wraps up, and 2023 Assessment is being finalized.

MARCH 2023

Value Notice and Tax Statements mailed to owners. The value notice will indicate the 2023 Assessed Value for taxes payable in 2024. To appeal, please follow the instructions listed on the notice or contact our office with any questions.



FREQUENTLY ASKED QUESTIONS

Q: Does my parcel being reviewed mean my property value will go up?

A: The goal of this review is to ensure the most accurate data is being used by our mass appraisal system to generate the most accurate estimate of market value. Bottom line is most parcels will see marginal changes; however, some may see slightly larger than average increases or decreases.



FREQUENTLY ASKED QUESTIONS CONTINUED

Q: Does the property review mean my payable taxes will go up significantly?

A: While property reviews directly influence a property estimate of value, the direct impact on payable taxes is less predictable. The two factors influencing payable taxes are value and tax rates. Values are the assessor's responsibility and tax rates are established by City, County, and School District boards as part of the budgeting process.

Q: How can I verify I'm talking to an Anoka County Assessor?

A: Anoka County staff drive marked Anoka County vehicles that display a unit number on the front quarter-panel. Staff also wear Anoka County apparel, and carry county-issued photo identification that will always be displayed. Telephone numbers can also be provided if property owners wish to verify employment status.



Q: What does a property inspection look like?

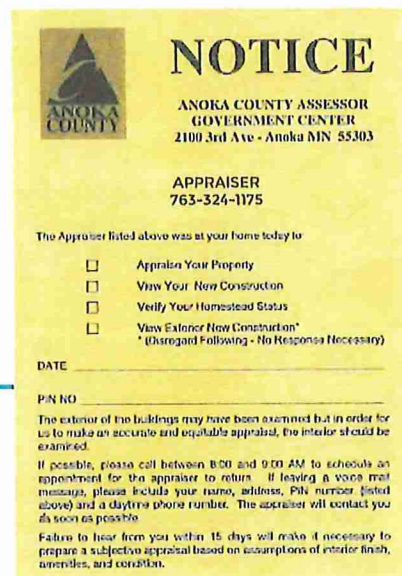
A: Inspections will start with a knock on the door to announce our arrival to the property. If there is no response to the door knock, a yellow assessment notice will be left on the door. Assessment staff will then proceed with an exterior inspection that involves a walk around the exterior of the property. In many cases, exterior measurements will need to be verified to ensure we have the correct square footage.

Once the exterior inspection is completed, staff will take a front-facing photo of the property. Please note; we do not take photos when garages are open, or people are present in the photos.

Q: I don't want the assessor on my property, what do I do?

A: You have every right to deny access to assessment staff. If you wish to deny staff access to your parcel, please notify us in writing at:
RS-Proptax-Assessor@co.anoka.mn.us

Assessment Notice



NOTICE

ANOKA COUNTY ASSESSOR
GOVERNMENT CENTER
2100 3rd Ave - Anoka MN 55303

APPRAISER
763-324-1175

The Appraiser listed above was at your home today for

- Appraise Your Property
- View Your New Construction
- Verify Your Homestead Status
- View Exterior New Construction*
* (Disregard Following - No Response Necessary)

DATE _____

P/N NO _____

The exterior of the buildings may have been examined but in order for us to make an accurate and equitable appraisal, the interior should be examined.

If possible, please call between 8:00 and 9:00 AM to schedule an appointment for the appraiser to return. If leaving a voice mail message, please include your name, address, P/N number (listed above) and a daytime phone number. The appraiser will contact you as soon as possible.

Failure to hear from you within 15 days will make it necessary to prepare a subjective appraisal based on assumptions of exterior finish, amenities, and condition.

We will remove your parcel from our review list and make market-based assumptions of the quality and condition based on the best available data. Please note denying access or inspection will limit your value appeal options should you disagree with the assessed value.

Anoka County Assessor's Office

Government Center | 2100 3rd Ave., Ste 119 | Anoka, MN 55303
763 - 323 - 5400 | email: RS-Proptax-Assessor@co.anoka.mn.us

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 APPOINTING _____ THE CITY ASSESSOR FOR THE PERIOD _____

WHEREAS, the city of Nowthen has found it most cost effective to contract for assessment services rather than hire full time employees to accomplish this function; and,

WHEREAS, quotes have been solicited from Skogquist and Wells, and Anoka County Assessing Department and,

WHEREAS, the two quotes have been evaluated with respect to professional ability, employee capacity and agreement term.

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. _____ is named the city assessor for the period _____
3. The Mayor and City Administrator are authorized to execute the assessment agreement.
4. Funding for this purpose is authorized from 100-41510-3040.

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 10th day of November 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 9B3	Department: Public works	Requested Council Meeting Date: November 10, 2022	Submitted By: Scott Lehner City Administrator
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TITLE OF ISSUE: APPROVAL OF RESOLUTION 2022-XX ALLOWING THE PURCHASE OF A SNOW BLOWER ATTACHMENT FOR THE SKID LOADER.

BACKGROUND AND SUPPLEMENTAL INFORMATION: At the request of the Public Works Department, we are asking for approval to purchase a snowblower attachment model # CAT SR121 which is a match to go with our CAT skid loader. We are working on efficiency (touching the snow once). This blower will help us do that in many areas we do snow removal.

This purchase will drive increased efficiency and safety. This blower would be used to clear our city parking lots at city hall, recycling center, FD, and city offices. We would also be utilizing this equipment to clear the city hockey rink and pleasure rink.

According to our representative at CAT we should be able to take possession of this blower in 2-3 weeks after we place the order. We received three estimates from three different vendors (see attachments). The total cost after MN DOT discount is not to exceed \$8600.00.

SOURCE OF FUNDING: We would move funds from our revenue fund 100-36230 "contribution and donations" to 701-43110-580 "equipment replacement fund" to make this purchase.

REQUESTED COUNCIL ACTION: Motion and second as part of the agenda to approve Resolution 2022-XX to allow the purchase of a snow blower attachment for the skid loader for the purpose of efficient snow removal for years to come.

SUPPORTING DOCUMENTS ATTACHED: SEE ATTACHED

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

FEATURES AT A GLANCE

APPLICATION

TWO STAGE DESIGN

FAN STYLE IMPELLER

HYDRAULIC CONTROLS

CHUTE ROTATION AND DEFLECT

OFFSET CHUTE

ADJUSTABLE SKID SHOES

REVERSIBLE BOLT-ON CUTTING E



Designed for removing snow from streets, parking lots, driveways and sidewalks.

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Intake Width	76.5 in
Overall Width	85.9 in
Weight	974.4 lb
Overall Height	72.6 in
Overall Length	37.4 in
Required Hydraulics	Standard Flow
Optimal Hydraulic Flow	80 L/min (21.1 gpm)
Optimal Hydraulic Pressure	230 bar (3335.9 psi)
Cutting Height	34.1 in
Maximum Throw	40 ft
Auger Diameter	18 in
Impeller Fan Diameter	25 in
Impeller Fan Width	8.7 in
Chute Rotation	270 degrees

MEDIA GALLERY

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By clicking "I Accept," you are agreeing to our use of functional, performance and targeting cookies.

Scott Lehner

From: Vincent J Polkus <Vincent.Polkus@zieglercat.com>
Sent: Friday, October 14, 2022 8:04 AM
To: Scott Lehner
Subject: CAT Snowblower Pricing

Good morning Scott,

I am the equipment sales and rental rep from Ziegler CAT that works with the City of Nowthen. Joe Glaze just called and asked I get you pricing and information on a snowblower for your CAT 279D compact track loader.

Below is state pricing and web link for a new CAT SR121. We have six on order that should be here in the next 30 days. Let me know if you have questions, or want to proceed with this.

Thank you, Scott.

CAT SR121 List Price	\$ 10,125.00
MN DOT Disc (20%)	\$ (2,025.00)
Shop Prep	\$ 500.00

MN DOT Price* \$ 8,600.00

*Valid through
12/31/2022

https://www.cat.com/en_US/products/new/attachments/snow-products/snow-blowers/100081.html

V.J. Polkus

Territory Manager | Ziegler CAT
13822 West Freeway Drive | Columbus, MN 55038
651.982.5653 Office
612.270.4445 Mobile
866.982.5656 Toll Free
651.982.5650 Fax
www.zieglercat.com



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SALES QUOTE

Crawford's Equipment
 4853 Highway 95 NW
 Cambridge, MN 55008
 763.689.1794
 fax 763.689.3028
www.crawfordsequip.com

DATE October 14, 2022

City Of Nowthen
 Nowthen MN 55330
 612-685-3980 Eric

SALES PERSON	PAYMENT TERMS	QUOTE VALID UNTIL
CHARLIE		11/14/22

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Virnig V50 Snow Blower 84" with 8 pin Cat electrical connector - Standard Flow Motor 16-25 gpm rating Lead Time 10 Weeks	10,655.00	8,470.00
	N/A		
	Virnig V60 Snow Blower 84" with 8 pin Cat electrical connector Standard Flow Motor 16-25 gpm Lead Time (In Stock at Virnig) we have a 48 hr hold on unit	12,600.00	9,983.00

SUBTOTAL	
SALES TAX	Exempt
TOTAL	

WE APPRECIATE YOU LETTING US QUOTE FOR YOUR PRODUCT AND SERVICE NEEDS!

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 SNOW BLOWER ATTACHMENT FOR THE SKID LOADER

WHEREAS the public works area would benefit from a snow blower attachment from CAT model #SR121.

WHEREAS the ability of our staff to effectively and safely remove snow from our city facilities and skating rinks. **and,**

WHEREAS Nowthen has been receiving donations on a regular basis from ERYHA. In 2022 we have received donations for the 1st, 2nd and 3rd quarter in the amounts of \$8,891.47 and \$5,160.65 and \$8,258.65.

WHEREAS the \$8,258.65 will be ERYHA's 3rd quarter donation bringing the charitable contribution fund to **\$22,310.77 for 2022**. We will utilize this fund to make our purchase. This purchase fits the guidelines that are set forth for utilization of this fund.

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

1. The recitals set forth above are incorporated herein.
2. The City Administrator and staff are hereby authorized to acquire the CAT #SR121 snow blower for the estimated amount, not to exceed \$8600.00
3. Funds for this purchase will come from 100-36230 "charitable contribution and donations". Funds from this will be expensed to 701-43110-580 "equipment replacement fund".

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 10th day of November 2022.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER

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