

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
May 9, 2023
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 Meeting Minutes of Regular Meeting April 11, 2023
 - b) Approval of Claims April 12 – May 5, 2023, and Treasurer's Report
 - c) Approval of First Quarter 2023 Financial Report from RTY Consulting, Lori Yager
 - d) Accept Amy Hanson's Resignation Letter
4. Engineering
5. Fire Department
6. Sheriff's Department
7. Planning and Zoning
8. Administrator Update
 - a) Seasonal Help and Recycling Attendant Update
 - b) Authorization to Sell the 2008 Ford 1-ton with Plow
 - c) Capital Improvement Meeting Update, Schedule a Work Session
 - d) Annual Audit Started Monday, May 8th.
 - e) New Position Update
 - f) Update on Crack Sealing Roads
 - g) Update on Dust Control for Specific Gravel Roads
 - h) Update Regarding Culvert on Xenon Street
 - i) Recycling Day – May 20th
9. City Council
 - a) **OLD BUSINESS**
 - b) **NEW BUSINESS**
 1. Anoka County Fire Protection Council Update
 - c) **ITEMS MOVED FROM CONSENT AGENDA (IF NEEDED)**
10. Adjourn

**Nowthen City Council
April 11, 2023
Regular Meeting Minutes**

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 7:01 pm.

All present recited the Pledge of Allegiance.

Present: Mayor Pilon, Council Members Rainville, Breyen, Fladebo

Absent: Council Member Alders

Also in attendance: Administrator Lehner, Deputy Clerk Johnson, Lieutenant Jacobson, Fire Chief Schmidt

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

2. FLOOR ITEMS

None

3. CONSENT AGENDA

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

4. ENGINEERING DEPARTMENT

None

5. FIRE DEPARTMENT REPORT

For the month of March 2023, the Fire Department responded to 9 incidents (5 less than the previous month) with an average response time of 11 minutes and 37 seconds (50-second increase from February). The average number of firefighters attending calls for service was 4.5. The Fire Department reports \$6,500 dollar loss from fires during the month of March.

On March 14th- The Fire Department was dispatched to a report of a person unresponsive on 8500 block of 225th Ave NW. Firefighters assisted Allina Paramedics on scene and during transport to the hospital.

On March 14th- The Fire Department was dispatched to a report of vehicle fire on the 22800 block of Sugarbush Rd. When the crew arrived, they found a Chevy Tahoe on fire in the driveway. Crews were able to quickly extinguish the fire and the reported dollar loss from this incident is \$6500.00. Also, during this incident, a minor accident occurred involving an ACSO squad and the Nowthen Fire Department Duty Vehicle.

On March 16th- The Fire Department was dispatched to a possible propane leak in a pole shed on the 7100 block of Old Viking Blvd. Crews found dangerously high levels of propane in the 40x80 pole shed. Crews were able to shut down the propane tank and ventilate the building.

REMINDER TO RESIDENTS: Keep snow and debris clear of your gas regulators.

The Fire Department is working grant opportunity through the DNR. Annually the DNR offers grants to Fire Departments with a 50% match from the city being required with a successful grant application.

Grass Fire Season is upon us. All the equipment is ready to go.

Burning permits are now required. They can be issued for 3 days at the Nowthen City Offices. The DNR determines when permits are required, restricted and red flag warnings.

6. SHERIFF'S DEPARTMENT REPORT

Sheriff's Deputies responded to 105 calls for service.

March 2023 calls for service included:

3 to Bar None

3 Alarms

12 Medicals

5 Animal Complaints

Total calls YTD for 2023: 305 Total calls

YTD for 2022: 305

Bar None

On 03/10/2023 at 1:57 PM a deputy received information that a juvenile male at the facility had violated his probation and his probation officer had issued an arrest and detain order. The male was arrested without incident and was booked at the Lino Lakes Regional Juvenile Center.

On 03/12/2023 at 7:13 PM a deputy responded to the facility on a report of a runaway juvenile female. Tracks in the area indicated she was picked up by a vehicle. She was entered as a runaway in NCIC. We are at 7 calls for quarter 1 of 2023. Last year in quarter 1 we had 14.

Noteworthy Calls for Service

On 03/04/2023 at 3:05 PM a deputy responded to a business in the 19700 block of Nowthen Blvd. NW on a report of a female that was under the influence of drugs and was sitting in a customer's vehicle in the parking lot. The deputy arrived, located the vehicle, and spoke to the female. He determined the female was under the influence of controlled substances and had been walking in the area without shoes on. She was transported by Allina to Mercy Hospital for medical care.

On 03/05/2023 at 4:33 PM a deputy initiated a traffic stop on a vehicle after noting multiple equipment violations, including a running board that was nearly falling off the vehicle and an obstructed rear license plate. The driver, an adult male, was found to have a revoked driver's license. In addition, the deputy found the vehicle to be uninsured. The driver was arrested for driving without insurance and had 4 prior convictions for driving without insurance. He was booked at the Anoka County Jail.

On 03/09/2023 at 8:49 PM a deputy responded to the area of St. Francis Blvd. NW and Viking Blvd. NW on a report of a vehicle in the ditch. A passerby reported there was a female attempting to flag down passing vehicles and she appeared "incoherent". The responding deputy located the vehicle and made contact with the driver, an adult female, who reported she was not from the area and got stuck. The deputy observed signs

of impairment and asked the driver how much she had to drink. The driver stated "You know what? If you want to arrest me, go ahead". The driver was ultimately arrested for DWI and later submitted to a breath test, which showed she was nearly double the legal limit to drive. She was booked at the Anoka County Jail on charges of 4th degree DWI.

On 03/13/2023 at 11:05 PM deputies responded to the 9300 block of 187th Ave. NW on a report of a female that had driven her vehicle off the roadway, struck a mailbox, and was trying to leave the scene. Bystanders reported she appeared to be intoxicated. The arriving deputy made contact with the female, but she refused to exit her vehicle. Ramsey PD responded to assist, and the female had to be removed from the vehicle by force. In the process a deputy's body camera was torn from his uniform. The female was ultimately arrested. She was booked on charges of second-degree DWI test refusal, gross misdemeanor refusal to submit to a chemical test, ignition interlock violation, no driver's license in possession, operating a motor vehicle with expired registration, obstructing the legal process, failure to drive with due care, and failure to maintain a single lane.

03/14/2023 at 9:36 PM, ACSO assisted Nowthen FD on a report of a vehicle fire in the 22800 block of Sugarbush Rd. NW. The fire was brought under control by Nowthen FD. There were no injuries.

On 03/28/2023 at 3:18 PM deputies responded to the 18800 block of Jasper St. NW on a report of a male at the address in violation of a trespassing notice. The male left before deputies arrived but was located hiding underneath a large tree after deputies followed fresh footprints in the snow. The male was arrested without incident and was booked at the Anoka County Jail on a trespassing charge.

Reminder: It is motorcycle season. Be aware of them and if you have one drive them safe and sober.

7. PLANNING AND ZONING: NONE

8. ADMINISTRATOR'S UPDATE

- a) First Quarter of 2020 payroll refund coming. The city received a letter stating that the city had overpaid payroll taxes in Jan/Feb/March of 2020. We have requested the refund be sent. We expect it in 4-6 weeks. The amount is: \$4,557.13
- b) Adrienne's goodbye letter was read by Administrator Lehner:

"Dear Mayor Pilon, City Council, Administrator Lehner, Finance Deputy Clerk Johnson,

I would like to take this moment to express my deepest gratitude to you. Unfortunately, I am unable to be there in person to share this with you in person, so I have asked Administrator Lehner to read this letter on my behalf. When I started this job, I had no idea what to expect. What I knew is that I came to serve you in whatever capacity you asked me. I was overjoyed to be given a change to a part of something bigger than myself and honored to be trusted with the tasks before me. Your support and encouragement along the way helped me to have the courage to face and overcome the challenges I faced along the way. You called the best out in me and showed me what I am capable of. Thank you for allowing me to serve your city. Deepest Thanks, Adrienne Christensen."

- c) Administrative Assistant Position Update – We will discuss under new business.
- d) Annual Audit Update – The audit will happen the week of May 8th. Deputy Clerk Johnson and Finance Consultant Lori Yager have been working on getting all the information needed for Bergen KDV and will be meeting this Thursday to go through additional information and required reporting. This is more in

depth than has been done in the past. It should be complete by the end of May and presented to the council at the June Meeting.

- e) Recycling Day is May 20th. 8:00 am – 1:00 pm. Administrator Lehner is inviting the city council to volunteer to help that day to help serve the residents of Nowthen. Please let Administrator Lehner know if you will be attending or if you are unable to attend.

Several residents have made comments that the Recycling Center is in the best shape it's ever been in and the ladies running it are doing a wonderful job working together as a team. Many thanks to Christie and Amy! In addition to cleaning up the space, they track the times people are coming in and where they are coming from. The Recycling Center is run by receiving county grants. We must hire people to haul away the recycling; some of the items have a small revenue that helps pay for the hauling. We are trying to keep the Recycling Center open with a break-even budget, so it does not cost the city money. The illegal dumping costs the city quite a bit but since the cameras were installed, the dumping has drastically been reduced.

The new hours are in place as of today.

Tuesday/Thursday 11:00 am – 7:00 pm

Wednesday/Friday 11:00 am - 5:00 pm

Saturday 8:00 am - 12:00 pm

9. City Council:

a. **Old Business:** NONE

b. **New Business:**

1. Consider approval of Resolution 2023-XX Authorizing the Hiring of Donna Ogdahl for the Full-Time Administrative Assistant Position.

Ms. Ogdahl is available to start April 19th, 2023. It was stated that the staff are to be commended for their teamwork. Madeline Greenberg is doing very well, she is neat, works hard and uses the paint-by-numbers that Adrienne put together well. It will make it helpful for training in Donna. Adrienne will come back for a day or two to help with training as well. Council Member Fladebo stated she had volunteered in the city office today and she is exhausted but impressed by the respectful, kind teamwork that is in the office and she appreciates everyone who works hard to serve the City of Nowthen.

MOTION BY COUNCIL MEMBER FLADEBO, SECONDED BY RAINVILLE TO APPROVE RESOLUTION 2023-XX AUTHORIZING THE HIRING OF DONNA OGDahl FOR THE FULL-TIME ADMINISTRATIVE ASSISTANT POSITION. MOTION CARRIED. 4 AYES.

MOTION BY RAINVILLE, SECONDED BY BREYEN TO ADJOURN.

Meeting adjourned at 7:46 pm.

Respectfully submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor



REQUEST FOR COUNCIL ACTION

Agenda Item: 3C	Department: FINANCE	Requested Council Meeting Date: MAY 9, 2023	Submitted By: LORI YAGER RTY CONSULTING
--------------------	------------------------	--	---

TITLE OF ISSUE:
2023 FIRST QUARTER FINANCIAL REPORT

BACKGROUND AND SUPPLEMENTAL INFORMATION:

For Council information, attached please find the third quarter financial report for the City of Nowthen.

SOURCE OF FUNDING:
None

REQUESTED COUNCIL ACTION:
Consent

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	Plan Map

Other: _2023 First quarter Financial report

Memorandum

Date: 5/4/23
To: Mayor, Councilmembers and City Administrator
From: Lori Yager – RTY Consulting
RE: March 2023 Financial Report

Attached are financial reports for the period ending March 31, 2023 along with some comparative information. After **brief** analysis, some general comments can be made regarding the quarterly reports for the City.

GENERAL FUND REVENUES

General fund receipts are down about 5% or (\$23,000) compared to the same time last year. Property taxes are up \$11,000 or 3%. Licenses and permits are down about 48% or (\$14,000) and at the same time planning & zoning fees are down (\$12,000) or 43%. Fines & forfeitures are up \$2,100 while interest earnings are down about (\$3,000) as a result of reversing the accrual from 2022.

GENERAL FUND DISBURSEMENTS

General fund operating expenditures are currently up about 13.5% or \$118,000 over last year. Total general fund expenditures are at 19% of budget. The staff costs are up \$62,000 but at the same time the professional service costs are down (\$60,000). Sheriff contract is up \$25,000 and Utilities and Maintenance are up \$13,000.

OTHER GOVERNMENTAL FUNDS

The City is currently using reserves in all governmental funds except Park Acquisition Funds.

RECYCLING FUNDS

The City Recycling fund reflects operating losses in the first half which is consistent when compared to previous years. Expenditures are up about \$10,000 over the previous year.

GENERAL COMMENTS

Total cash and investments are down (\$1,077,000) compared to March 31, 2022. The city was still in the process of spending the bond proceeds it issued in October of 2021. Overall the City of Nowthen continues to reflect financial stability through its' operations.

CITY OF NOWTHEN

2023 BUDGET TO ACTUAL - MARCH

GENERAL FUND

Year To Date 3 Months 25% of Year

	<u>2023 Budget</u>	<u>Year to Date</u>	<u>% Received/ Expended 2023</u>
<u>Revenues</u>			
Property Taxes	\$ 1,702,905	\$ 417,212	24.50%
Licenses and Permits	117,550	14,567	12.39%
Intergovernmental Revenue	300	373	124.33%
Planning & Zoning Fees	105,000	15,613	14.87%
Charges for Services	30,685	6,514	21.23%
Fines and Forfeitures	8,900	3,397	38.17%
Interest Earnings	6,000	(3,387)	-56.45%
Other Miscellaneous	31,500	30	0.10%
Total	\$ 2,002,840	\$ 454,319	22.68%
<u>Expenditures</u>			
Mayor/Council	\$ 31,660	\$ 9,693	30.62%
City Clerk/Finance	402,230	85,348	21.22%
Elections	1,000	79	7.90%
Accounting/Assessing	59,550	7,719	12.96%
Legal	83,000	10,476	12.62%
General Govt Building	143,495	23,275	16.22%
Planning & Zoning	61,500	10,711	17.42%
Engineering	47,000	4,780	10.17%
Sheriff	411,835	105,731	25.67%
Fire	259,765	63,671	24.51%
Building Inspection	113,500	1,364	1.20%
Public Works	445,010	65,260	14.66%
Farmer's Market	2,500	342	13.68%
Park Maintenance	50,550	1,364	2.70%
Upper Rum River Watershed	10,000	9,866	98.66%
Contingency	10,000	0	0.00%
Total	\$ 2,132,595	\$ 399,679	18.74%
Transfers In	1,065	0	0.00%
Transfers Out	(75,000)	0	0.00%
Total Other Sources	(73,935)	0	0.00%
Sources (Uses) of Fund Balance	(\$203,690)	\$54,640	-26.82%

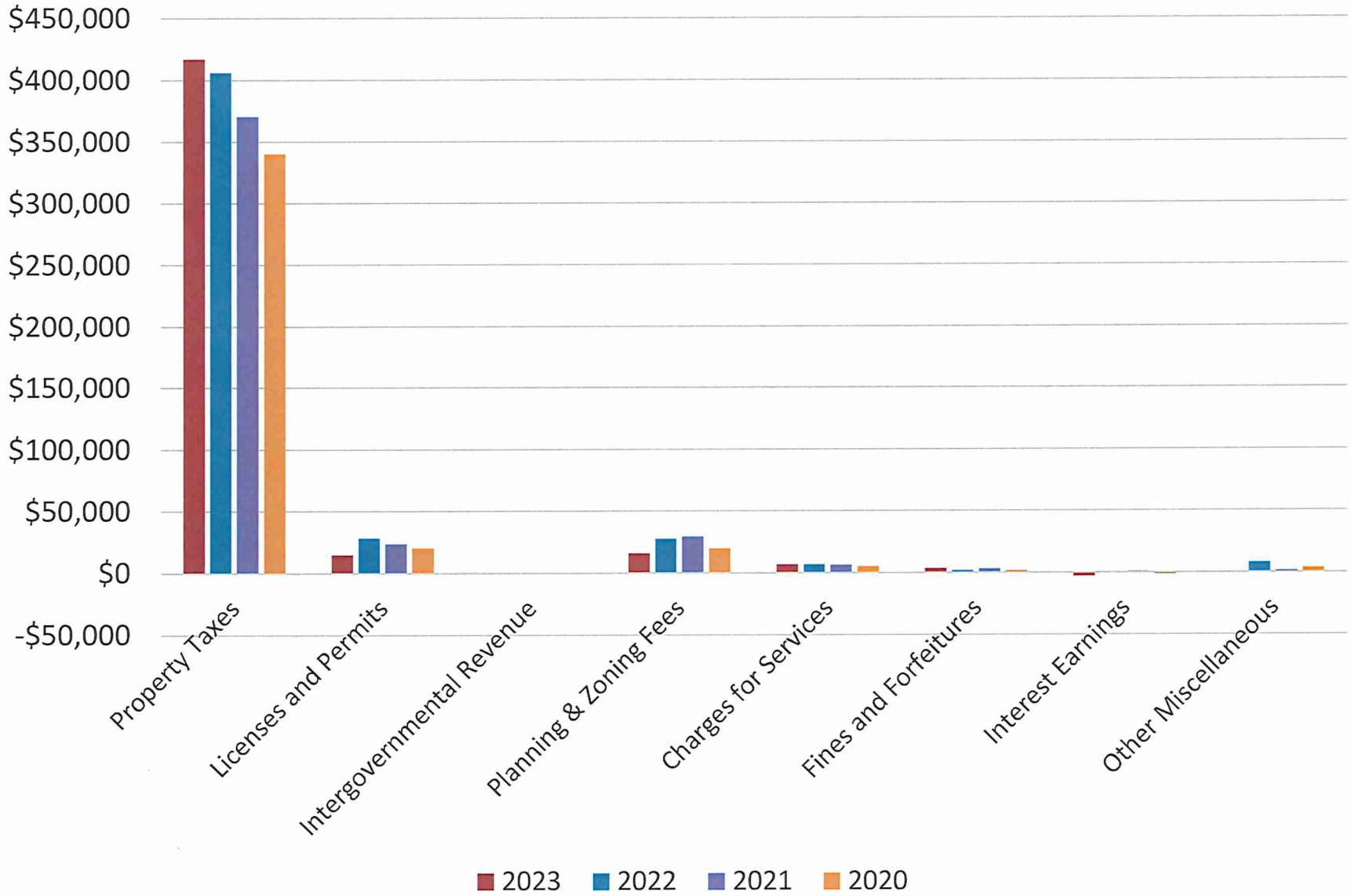
CITY OF NOWTHEN

FOUR YEAR COMPARATIVE FINANCIAL REPORT
FOR THE PERIOD ENDING MARCH 31, 20XX

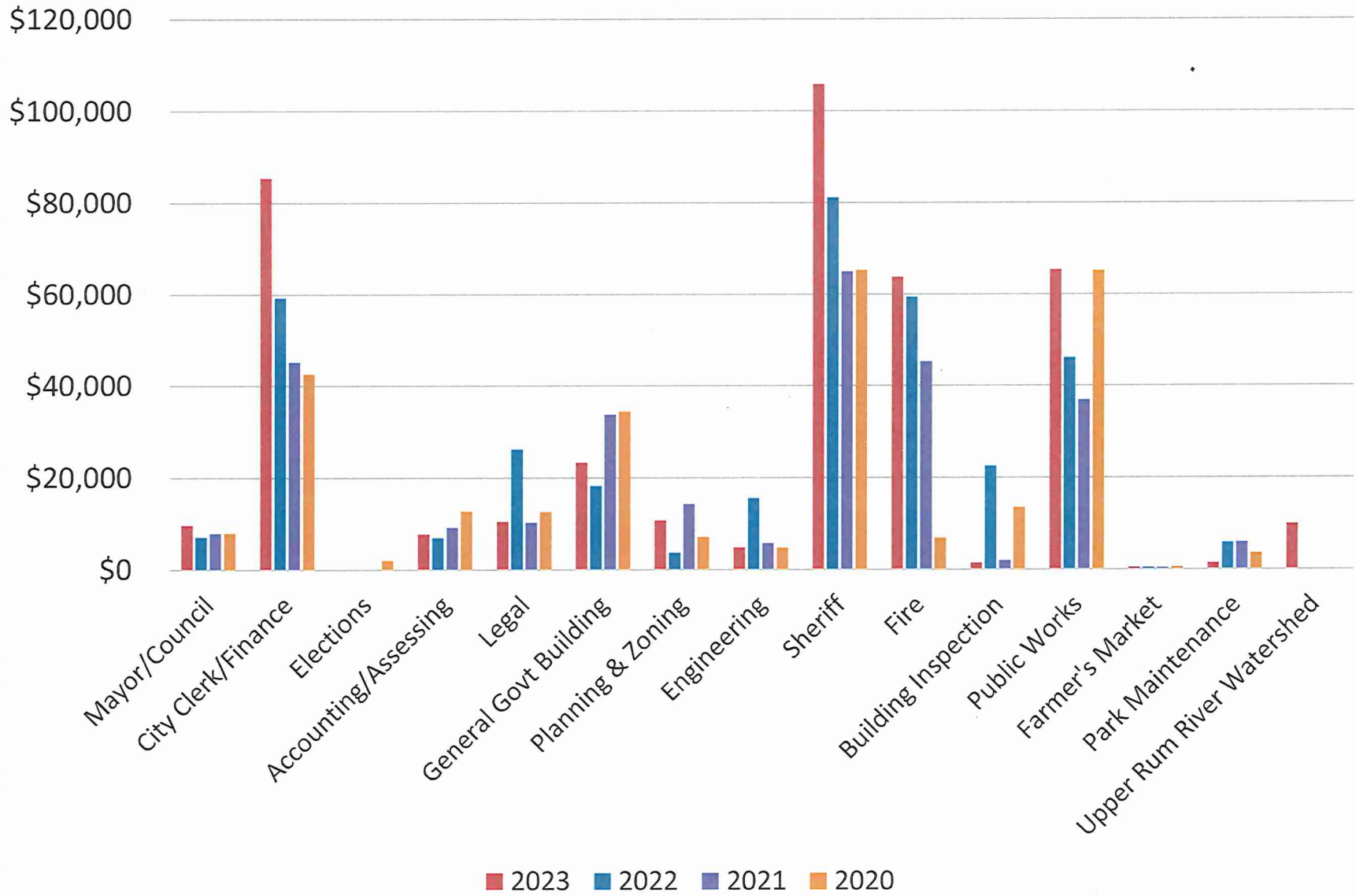
GENERAL FUND

Receipts	2023	2022	2021	2020
Property Taxes	\$417,212	\$406,182	\$370,287	\$339,896
Licenses and Permits	14,567	28,354	23,543	20,141
Intergovernmental Revenue	373	411	0	243
Planning & Zoning Fees	15,613	27,377	29,386	19,625
Charges for Services	6,514	6,379	6,092	4,861
Fines and Forfeitures	3,397	1,284	3,035	1,187
Interest Earnings	(3,387)	(386)	662	(1,634)
Other Miscellaneous	30	7,616	900	3,536
Total	\$454,319	\$477,217	\$433,905	\$387,855
Disbursements				
Mayor/Council	\$9,693	\$7,088	\$7,914	\$7,955
City Clerk/Finance	85,348	59,282	45,218	42,548
Elections	79	0	0	1,945
Accounting/Assessing	7,719	6,938	9,177	12,692
Legal	10,476	26,185	10,289	12,554
General Govt Building	23,275	18,250	33,655	34,213
Planning & Zoning	10,711	3,685	14,324	7,057
Engineering	4,780	15,570	5,711	4,714
Sheriff	105,731	81,021	64,924	65,126
Fire	63,671	59,379	45,246	6,800
Building Inspection	1,364	22,526	1,898	13,500
Public Works	65,260	46,058	36,791	65,083
Farmer's Market	342	330	270	480
Park Maintenance	1,364	5,771	5,877	3,502
Upper Rum River Watershed	9,866	0	0	0
Total	\$399,679	\$352,083	\$281,294	\$278,169
Transfers In/Out	0	0	0	0
Sources (Uses) of Fund Balance	\$54,640	\$125,134	\$152,611	\$109,686

Revenues



Expenditures by Department



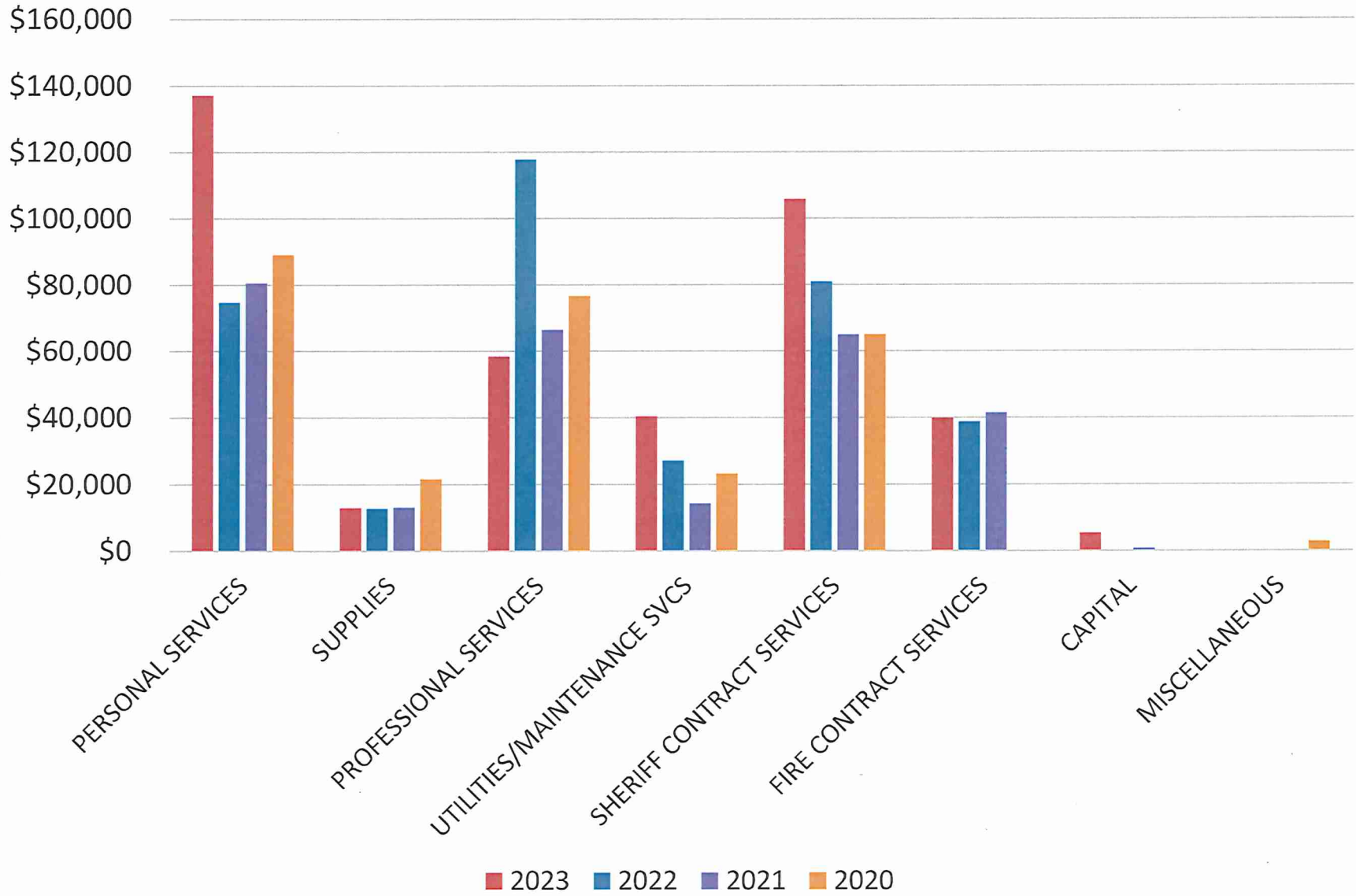
CITY OF NOWTHEN

**FOUR YEAR COMPARATIVE FINANCIAL REPORT
FOR THE PERIOD ENDING MARCH 31, 20XX**

GENERAL FUND

Revenues	2023	2022	2021	2020
Property Taxes	\$417,212	\$406,182	\$370,287	\$339,896
Licenses and Permits	14,567	\$28,354	23,543	23,543
Intergovernmental Revenue	373	\$411	0	0
Planning & Zoning Fees	15,613	\$27,377	29,386	29,386
Charges for Services	6,514	\$6,379	6,092	6,092
Fines and Forfeitures	3,397	\$1,284	3,035	3,035
Interest Earnings	(3,387)	(\$386)	662	662
Other Miscellaneous	30	\$7,616	900	900
Total Revenues	<u>\$454,319</u>	<u>\$477,217</u>	<u>\$433,905</u>	<u>\$403,514</u>
Expenditures				
PERSONAL SERVICES	\$137,198	\$74,743	\$80,552	\$88,987
SUPPLIES	12,971	12,707	13,102	21,646
PROFESSIONAL SERVICES	58,337	117,782	66,458	76,605
UTILITIES/MAINTENANCE SVCS	40,388	27,169	14,263	23,157
SHERIFF CONTRACT SERVICES	105,731	81,021	64,924	64,924
FIRE CONTRACT SERVICES	39,821	38,661	41,379	0
CAPITAL	5,233	0	616	0
MISCELLANEOUS	0	0	0	2,648
Total Expenditures	<u>399,679</u>	<u>352,083</u>	<u>281,294</u>	<u>277,967</u>
Sources of Fund Balance	\$54,640	\$125,134	\$152,611	\$125,547

Expenditures by Category



CITY OF NOWTHEN

2023 FINANCIAL REPORT - March

STATUS OF CASH BALANCES

<u>Fund</u>	Beginning Balance <u>1/1/2023</u>	Balance <u>3/31/2023</u>	Difference from prior year at <u>same time</u>	Balance <u>3/31/2022</u>
General Fund	\$ 1,424,128	\$ 1,438,868	\$ 468,657	\$ 970,211
Debt Service funds	614,783	300,220	(165,750)	465,970
Park Capital Fund	275,368	274,210	23,860	250,350
Capital Improvement Funds	185,882	158,321	(28,512)	186,833
Road & Bridge Improvement Fund	1,122,129	1,066,070	(292,020)	1,358,090
Equipment Funds	590,602	377,896	(696,072)	1,073,968

CASH AND INVESTMENTS - ALL FUNDS
3/31/2023 3/31/2022

Total City Cash & Investments \$ 3,281,888 \$ 4,359,078 \$ (1,077,190)

Equipment Fund has the largest difference as a result of purchasing equipment in 2022 & 2023

CITY OF NOWTHEN

2023 FINANCIAL REPORT - MARCH

RECYCLING FUND
Year to Date, MARCH 31, 20XX

Receipts	2023	2022	2021
County Reimbursement	\$0	\$0	\$0
Recycling Proceeds	3,659	4,589	4,375
Total Revenue	3,659	4,589	4,375
Disbursements			
Personal Services	8,976	7,417	2,149
Supplies	290	171	117
Utilities/Maintenance	10,015	4,520	1,866
Recycling Hauler	2,837	925	3,728
Capital	0	0	0
Total Expenditures	22,118	13,033	7,860
Operating Income (loss)	(18,459)	(8,444)	(3,485)
Non-Operating Revenue (Expense)	0	0	0
Net Income (Loss)	\$ (18,459)	(8,444)	(3,485)
Capital Outlay	0		
Cash Balance 3/31/23	\$ 20,661		
Cash Balance 3/31/22	\$ 14,957		
Cash Variance	5,704		

CITY OF NOWTHEN

CURRENT CASH & INVESTMENTS

For the Quarter Ending MARCH 31, 2021

	MATURITY DATES			TOTAL
	2023	2024	2025	
CHECKING ACCOUNT	\$147,650			\$147,650
4M MONEY MKT FUND	\$275,808			\$275,808
CERTIFICATE OF DEPOSIT	\$1,685,700			\$1,685,700
TREASURY	\$389,281	\$380,516		\$769,797
BOND FUND	\$299,653			\$299,653
TOTAL	\$2,798,092	\$380,516	\$0	\$3,178,608

	3/31/2023	3/31/2022	INCREASE/ DECREASE
CHECKING ACCOUNT	\$147,650	\$124,955	\$22,695
4M FUND	\$575,461	\$3,136,943	(\$2,561,482)
CERTIFICATE OF DEPOSIT	\$1,685,700	\$993,900	\$691,800
TREASURY	\$769,797		\$769,797
TOTAL	\$3,178,608	\$4,255,798	(\$1,077,190)

GOVERNMENTAL FUNDS
BALANCE SHEET
AS OF MARCH 31, 2023

	GENERAL FUND	ECONOMIC DEVELOPMENT FUND	DEBT FUNDS	PARK ACQUISITION FUNDS	CAPITAL FUNDS	ROAD & BRIDGE FUND	RECYCLING FUND	EQUIPMENT FUNDS	TOTAL GOVERNMENTAL FUNDS
ASSETS									
Cash & Investments	\$1,010,064	\$2,508	\$300,218	\$274,210	\$158,321	\$1,066,069	\$20,729	\$377,896	\$3,210,015
Taxes Receivable	\$417,212								417,212
Special Assessments Rec			\$752,137						752,137
Prepaid Expense	\$36,366							\$409,500	445,866
TOTAL ASSETS	<u>\$1,463,642</u>	<u>\$2,508</u>	<u>\$1,052,355</u>	<u>\$274,210</u>	<u>\$158,321</u>	<u>\$1,066,069</u>	<u>\$20,729</u>	<u>\$787,396</u>	<u>\$4,825,230</u>
LIABILITIES									
Payables	(2,357)								(2,357)
Compensated Asenses	16,100								16,100
Deferred Revenues			752,137						752,137
TOTAL LIABILITIES	<u>13,743</u>	<u>0</u>	<u>752,137</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>765,880</u>
FUND BALANCE									
RESTRICTED			300,218					\$409,500	709,718
ASSIGNED				274,210					274,210
UNASSIGNED	<u>1,449,899</u>	<u>2,508</u>			<u>158,321</u>	<u>1,066,069</u>	<u>20,729</u>	<u>377,896</u>	<u>3,075,422</u>
TOTAL FUND BALANCE	<u>\$1,449,899</u>	<u>\$2,508</u>	<u>\$300,218</u>	<u>\$274,210</u>	<u>\$158,321</u>	<u>\$1,066,069</u>	<u>\$20,729</u>	<u>\$787,396</u>	<u>\$4,059,350</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$1,463,642</u></u>	<u><u>\$2,508</u></u>	<u><u>\$1,052,355</u></u>	<u><u>\$274,210</u></u>	<u><u>\$158,321</u></u>	<u><u>\$1,066,069</u></u>	<u><u>\$20,729</u></u>	<u><u>\$787,396</u></u>	<u><u>\$4,825,230</u></u>

04-20-23

To the City of Nowthen,

I am submitting my resignation.
My last day of work will be April 22nd.
Thank you for the opportunity.

Amy Kozak Hanson



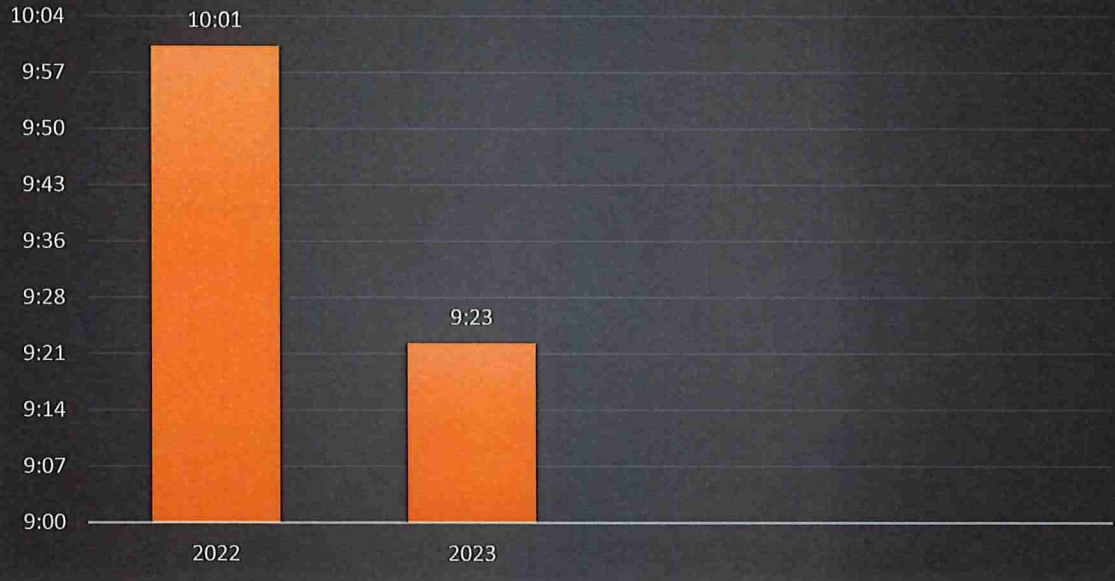
MONTHLY COMPARISON REPORT

2022-2023

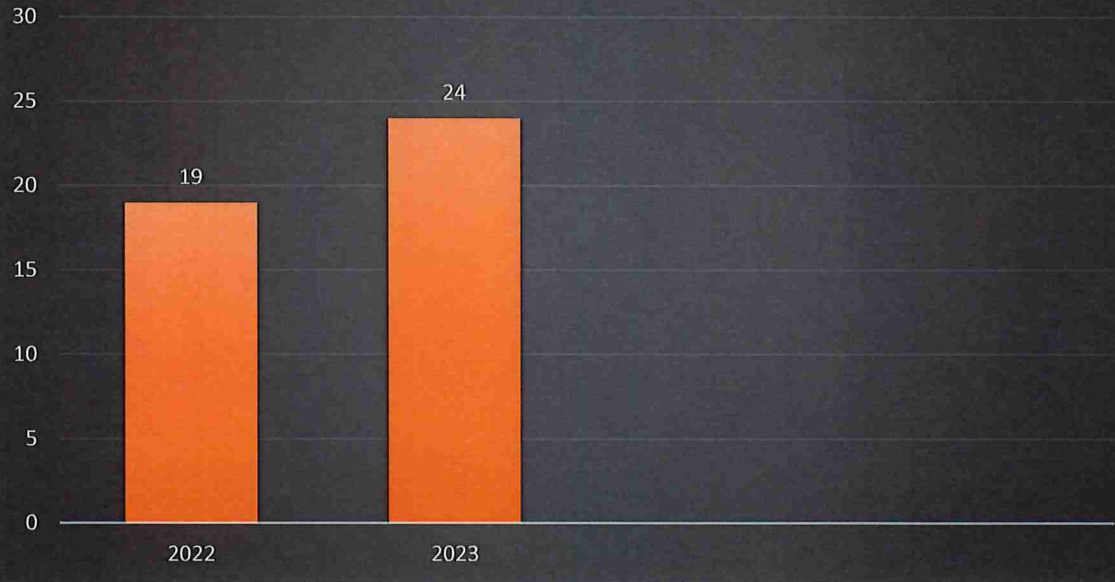
April



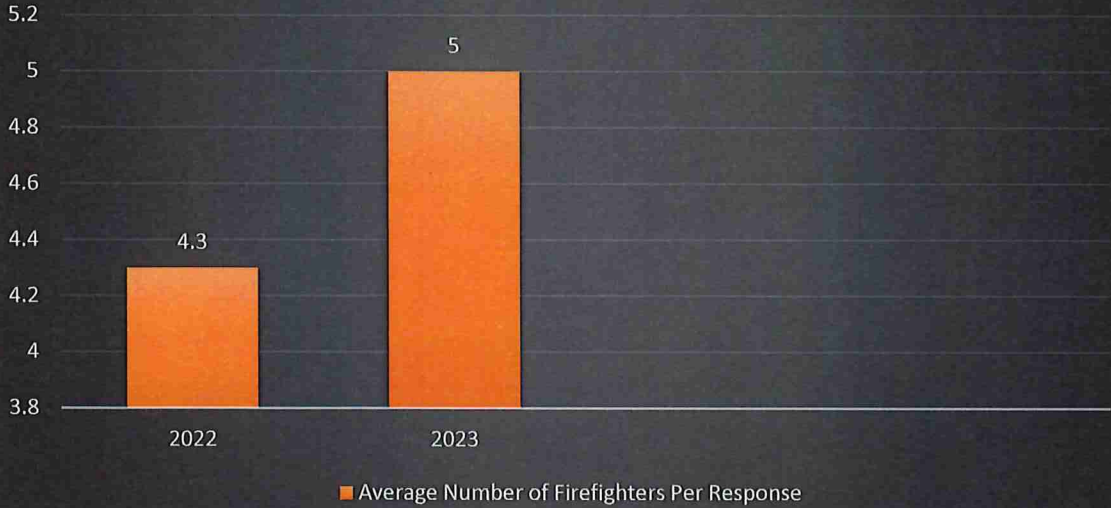
April Response Times 2022-2023



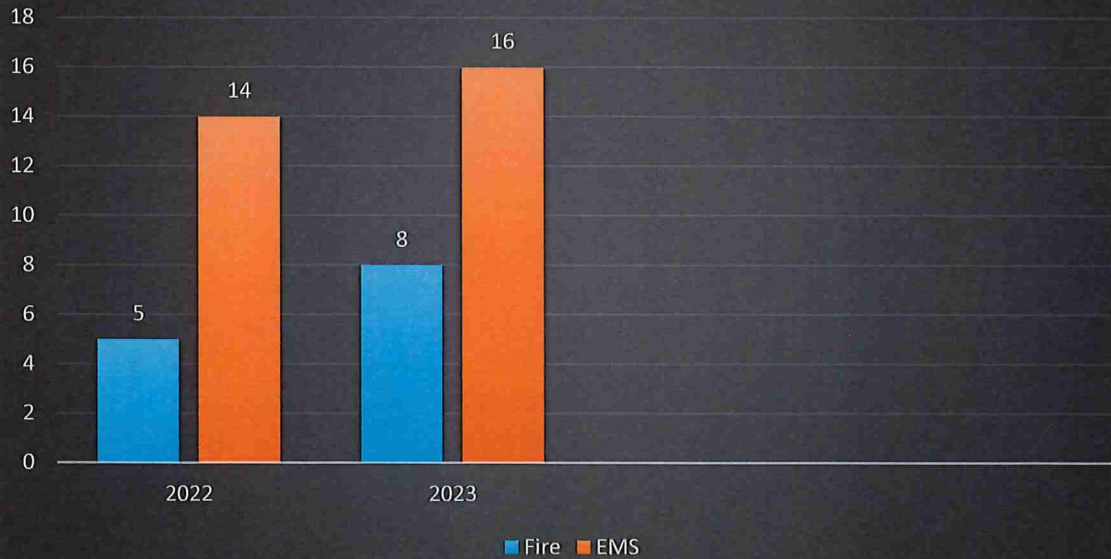
April Calls for Service 2022-2023



Average Number of Firefighters Per Response 2022-2023



Fire Runs vs. EMS Runs April 2022-2023



For the month of April 2023, the fire department responded to 24 incidents (15 more than the previous month) with an average response time of 9 minutes and 23 seconds (2 minute and 14 second decrease from March). The average number of firefighters attending calls for service was 5. The fire department reports \$10,000 dollar loss from fires during the month of April.

On April 13th- The fire department was dispatched to a report of a house on fire on the 9100 block of 190th Ave NW. A passing by motorist spotted the fire, dialed 911 and went to the home and used a garden hose to quickly extinguish the fire. We responders arrived they completed some overhaul to ensure there was no fire extension in to the home. Damages from this incident are estimated at around \$10,000.

On April 22nd- The fire department was dispatched to an animal rescue on the 21100 block on Nowthen Blvd for a report of a dog that was found in a creek. It was suspected that the animal had been in the water for up to possibly 20 minutes. ACSO deputies assisted on this event, but the dog did not survive.

On April 25th- The fire department was dispatched to a PI accident at the intersection of Viking Blvd and Cleary Rd. 2 vehicles were involved in this collision, resulting in one person being transported to the hospital with minor injuries.

On April 28th- The fire department responded to a report of a person with difficulty breathing. Upon arrival the patient was found in cardiac arrest. ACSO deputies quickly provided CPR and an AED. Fire crews applied the Lucas CPR device and assisted deputies and paramedics with care. Despite early life saving interventions the patient did not survive.

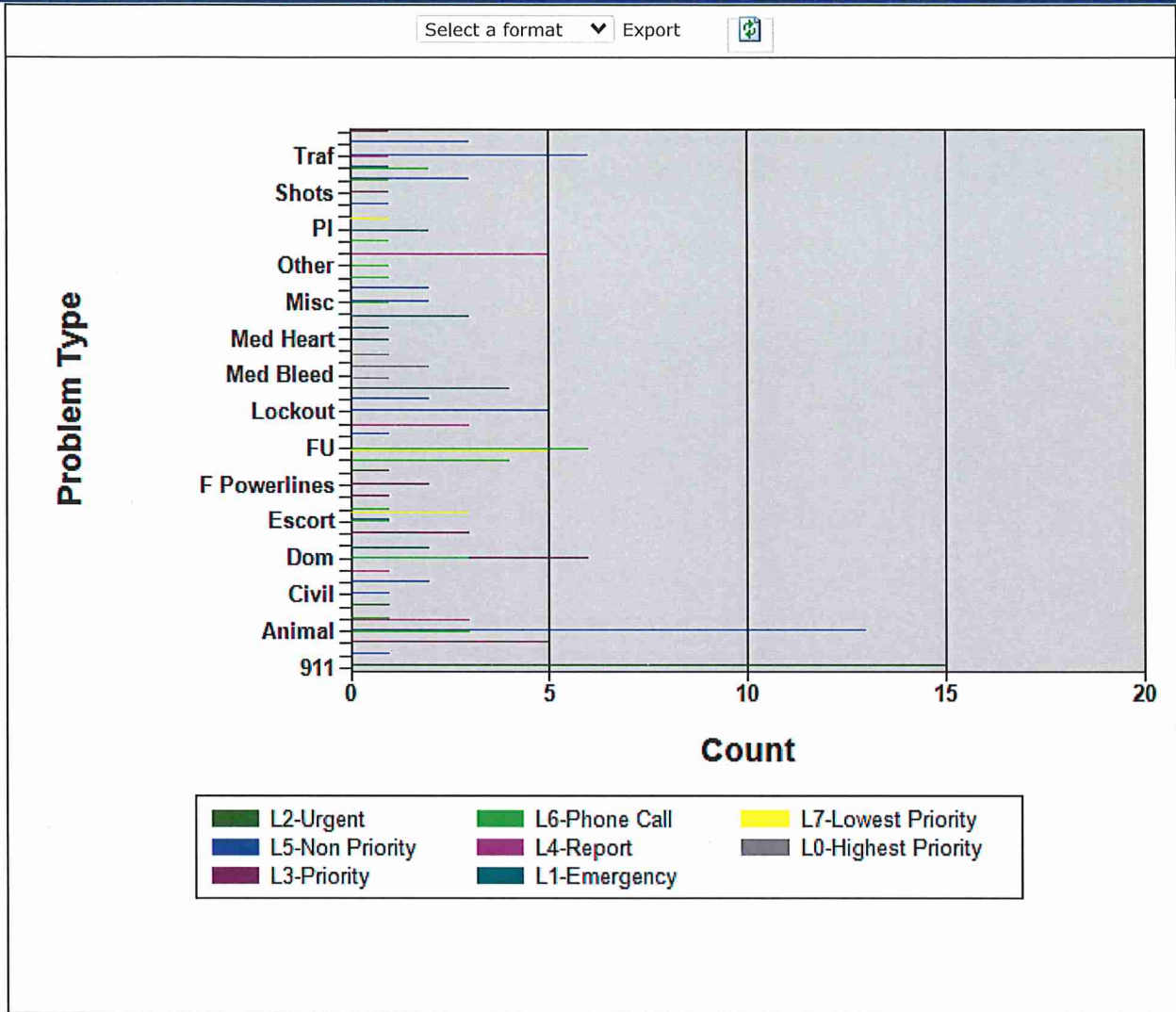
On April 28th- The fire department responded to a report of person unresponsive and possibly not breathing, possibly from an overdose. Upon arrival, responders administered multiple doses of Narcan to assist in treatment of the patient. 2 firefighters assisted in continued treatment of the patient during transport to Mercy Hospital. The outcome of the patient is not known at this time.

Problem Type Summary

10:49 AM 05/02/2023

Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	Nowthen Law
Day Range:	Date From 4/1/2023 To 4/30/2023
Exclusion:	• Calls canceled before first unit assigned



Priority	Description
0	L0-Highest Priority
1	L1-Emergency
2	L2-Urgent
3	L3-Priority
4	L4-Report
5	L5-Non Priority
6	L6-Phone Call
7	L7-Lowest Priority

Problem Type	Priority								Total
	0	1	2	3	4	5	6	7	
911	0	0	15	0	0	0	0	0	15
Abandon	0	0	0	0	0	1	0	0	1
Abuse	0	0	0	0	0	0	0	0	0
AbuseP	0	0	0	0	0	0	0	0	0
AlarmB	0	0	0	5	0	0	0	0	5

MA	0	0	0	0	0	2	0	0	2
MASS	0	0	0	0	0	0	0	0	0
Med -	0	4	0	0	0	0	0	0	4
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	1	0	0	0	0	0	0	0	1
Med Breathing Diff	2	0	0	0	0	0	0	0	2
Med Breathing Not	1	0	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1
Med Hold	0	0	0	0	0	0	0	0	0
Med ILL	0	1	0	0	0	0	0	0	1
Med Info	0	0	0	0	0	0	0	0	0
Med OB	0	0	0	0	0	0	0	0	0
Med Priority	0	0	0	0	0	0	0	0	0
Med Seizure	0	0	0	0	0	0	0	0	0
Med Stab-Gunshot	0	0	0	0	0	0	0	0	0
Med Stroke	0	0	0	0	0	0	0	0	0
Med Uncon	0	3	0	0	0	0	0	0	3
Medex	0	0	0	0	0	0	0	0	0
Misc	0	0	0	0	0	2	1	0	3
MiscO	0	0	0	0	0	2	0	0	2
Mutual Aid Law	0	0	0	0	0	0	0	0	0
Noise	0	0	0	0	0	0	0	0	0
NoTag	0	0	0	0	0	0	0	0	0
Ord	0	0	0	0	0	0	1	0	1
Other	0	0	0	0	0	0	1	0	1
Park	0	0	0	0	0	0	0	0	0
PD	0	0	0	0	5	0	0	0	5
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	0	0	0	0
PW	0	0	0	0	0	0	0	0	0
REPO-TOW	0	0	0	0	0	0	0	1	1
RJ	0	0	0	0	0	1	0	0	1
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	1	0	0	0	0	1
Slumper	0	0	0	0	0	0	0	0	0
StolenProp	0	0	0	0	0	0	0	0	0
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	3	1	0	4
SuspP	0	0	0	0	0	0	0	0	0
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	1	6	1	0	8
Tres	0	0	0	0	0	0	0	0	0
UNK	0	0	0	0	0	0	0	0	0
Unsecure	0	0	0	0	0	0	0	0	0
Vand	0	0	0	0	0	0	0	0	0
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	0	0	0	0
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	3	0	0	3
WelfareP	0	0	0	1	0	0	0	0	1

WT

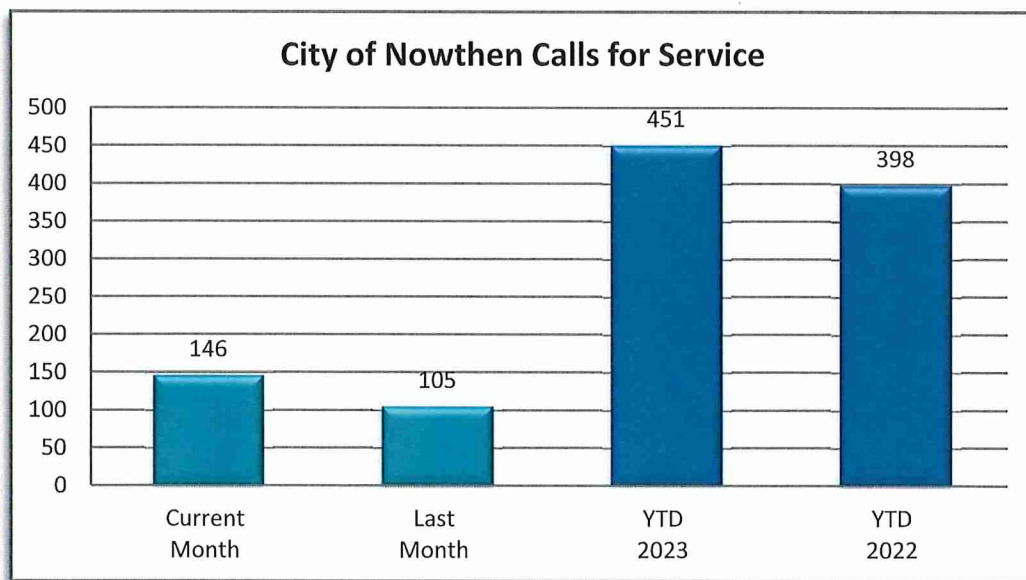
Total

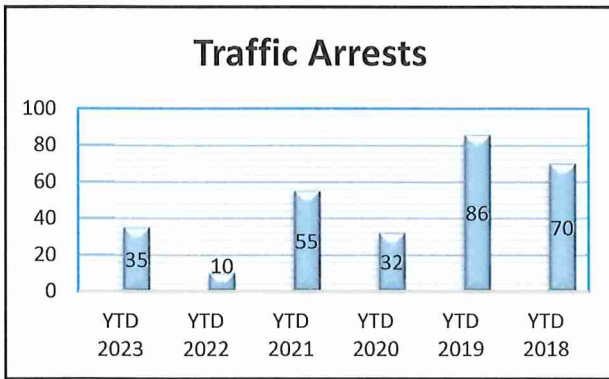
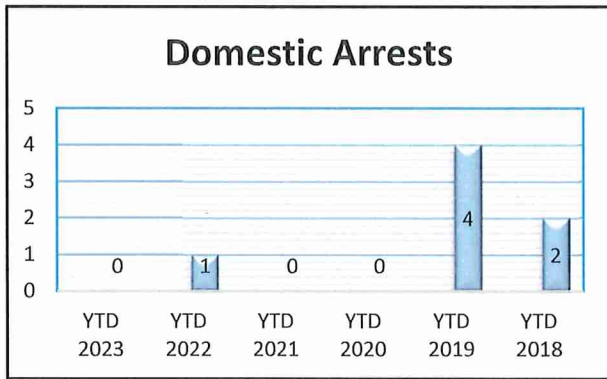
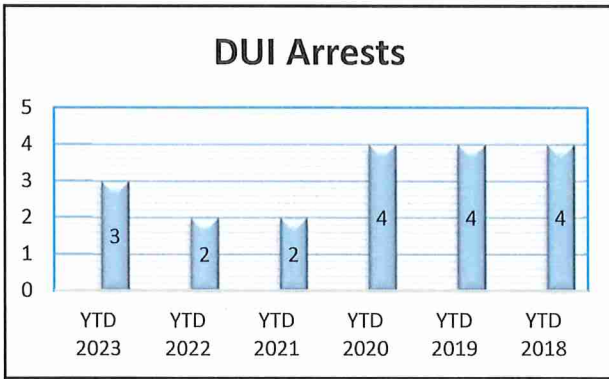
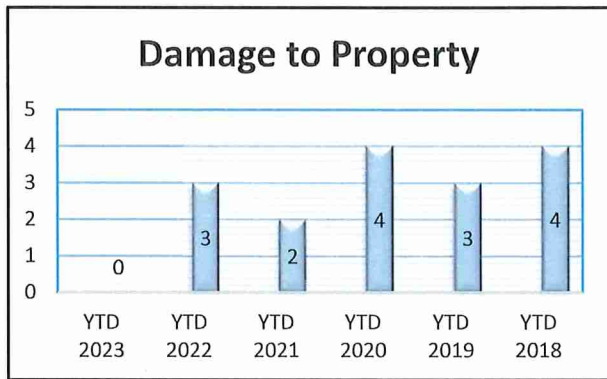
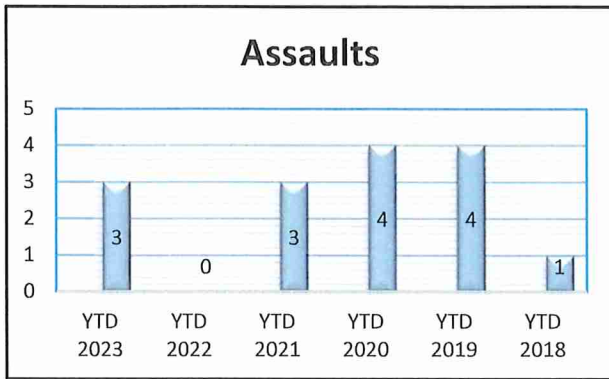
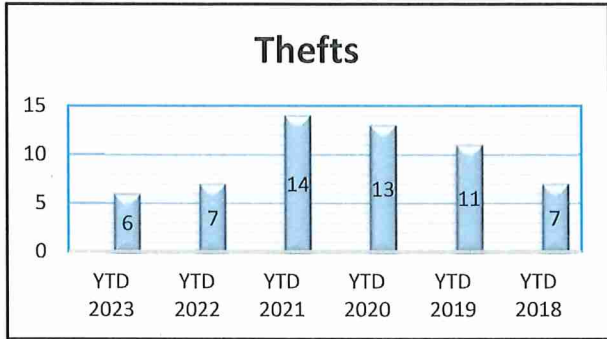
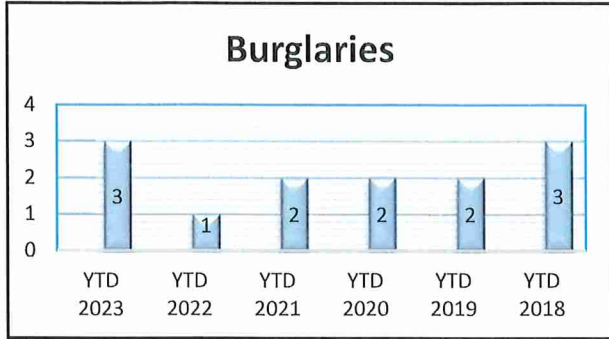
0	0	0	0	0	0	0	0	0
4	13	17	19	13	44	27	9	146

Go Back

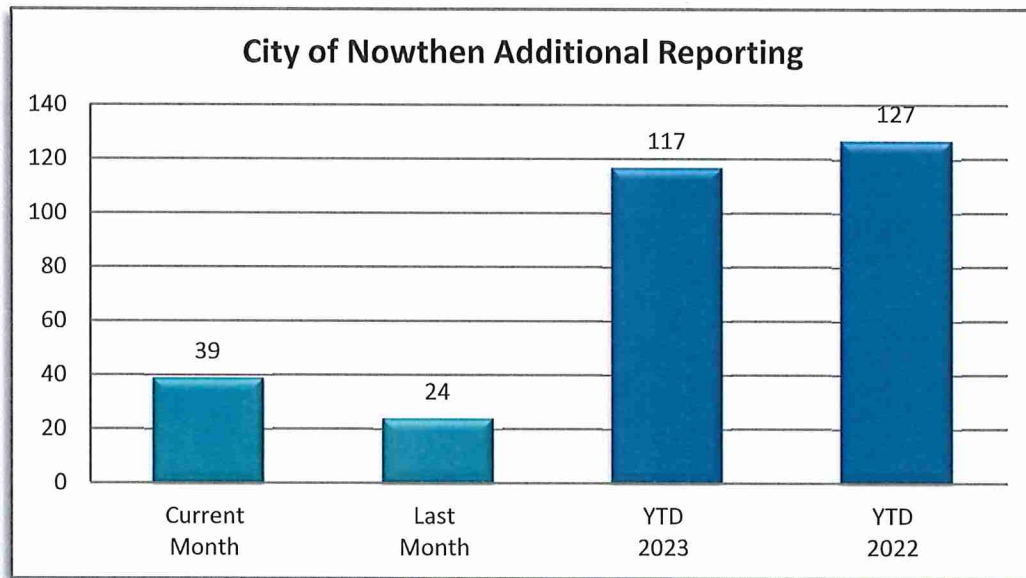
Close

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Call for Service	118	82	105	146									451	398
Burglaries	0	1	0	2									3	1
Thefts	2	1	2	1									6	7
Crim Sex Conduct	0	0	0	0									0	0
Assault	0	0	0	3									3	0
Dam to Property	0	0	0	0									0	3
Harass Comm	0	0	0	0									0	0
PI Accidents	3	2	1	2									8	4
PD Accidents	7	4	6	5									22	15
Felony Arrests	0	3	0	1									4	0
Gross Misd Arrests	0	1	2	1									4	0
Misd Arrests	1	0	5	5									11	2
DUI Arrests	0	1	2	0									3	2
Domestic Arrests	0	0	0	0									0	1
Warrant Arrests	1	1	1	0									3	1
Traffic Stop	52	26	40	42									160	71
Traffic Arrests	9	9	10	7									35	10





OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Bar None Facility	3	1	3	5									12	15
Alarms	3	6	3	5									17	21
Animal Complaints	9	8	5	16									38	29
Fire	1	0	1	0									2	2
MV Complaints	0	0	0	0									0	0
Medicals	11	11	12	13									47	56
Ordinance	1	0	0	0									1	4
2023 TOTALS	28	26	24	39	0	0	0	0	0	0	0	0	117	127



Nowthen Council Meeting – May 9th, 2023

Opening

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

Calls for Service

Sheriff's Deputies responded 146 to calls for service.

April 2023 calls for service included:

5 to Bar None

5 Alarms

13 Medicals

16 Animal Complaints

Bar None

On 04/03/2023 at 5:38 PM ACSO responded to Bar None on a report of a client that had run away from the facility on foot. Staff attempted to follow the juvenile, but they were not able to keep up. Deputies began an area search using patrol squads and an unmanned aerial systems (UAS) aircraft. The juvenile was located and brought back to the facility and left in the care of staff.

On 04/06/2023 at 9:50 AM ACSO responded to Bar None on an assault report. Deputies arrived and learned that a juvenile male had thrown a water bottle and then punched an adult female staff member in the face with a closed fist. The juvenile was arrested and booked at the Lino Lakes Juvenile Detention Center.

Noteworthy Calls for Service

On 04/04/2023 at 10:12 PM, deputies were dispatched to a report of a violation of a domestic abuse protection order that was occurring in the 21800 block of Norris Lake Rd. NW. The suspect, an adult male, was reported to be at the address in violation of the protection order. Deputies checked the property for the suspect, but were unable to locate him. They did locate fresh footprints in the snow north of the address. Other resources were then called in to assist in locating the suspect, including a K9 team, the ACSO unmanned aerial system (UAS), and additional squads. The UAS was flying north of the location and located the suspect. The K9 team moved in the direction of the suspect and located him. The K9 apprehended the suspect, and he was subsequently booked on the following charges:

609.582.1 1st Degree Burglary-Occupied Dwelling

629.75.2(b) Domestic Abuse No Contact Order-Violate No Contact Order

609.66.1(a)(4) Dangerous Weapons- Switch Blade

Assisting agencies included Coon Rapids Police, Blaine Police/K9, Ramsey Police, and St. Francis Police

On 04/07/2023 at 5:06 AM, Wright County contacted Anoka County and reported that they were in pursuit of a stolen vehicle northbound on Baugh St. passing 184 Ln. Wright County terminated the pursuit at 5:08 AM after the suspect vehicle began driving into oncoming lanes. ACSO squads located the suspect vehicle, but did not pursue it. ACSO did try to get spike strips out, but were not successful. The vehicle was last seen in St. Francis.

On 04/18/2023 at 10:49 AM ACSO responded to a report of an accident with injuries on Viking Blvd. at Baugh St. Arriving deputies found a 2012 Chevrolet Malibu had been rear-ended by a 2016 Ford F150. Two occupants of the Chevrolet Malibu suffered minor injuries and were treated on scene by Allina paramedics. The driver of the F150 reported he was unfamiliar with the road and was looking at his phone that was mounted to his car. The driver advised he saw the Malibu stopped in the lane when he looked up. The driver advised he was not able to stop and struck the Malibu. The driver of the F150 was cited.

On 04/23/2023 at 11:01 AM an ACSO community service officer was dispatched to the 21000 block of Nowthen Blvd. on a report of a dog that was pulled from a creek and was not breathing. The CSO responded and attempting live-saving efforts via chest compressions and rescue breathing but, tragically, the dog could not be saved.

On 04/29/2023 at 1:44 PM a deputy stopped a vehicle in the 19000 block of Iguana St. after running the vehicle's license plate and learning the vehicle's registration was suspended. The deputy found the driver of the vehicle had a cancelled-IPS driver's license. The driver, an adult male, was charged with gross misdemeanor driving after cancellation-IPS.

Miscellaneous

The Axon Fleet 3 technology is scheduled to be installed over the next few weeks. This will provide increased connectivity across our fleet and will allow more efficient uploads of digital evidence and squad car video from the more remote areas of Anoka County.

Closing

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



REQUEST FOR COUNCIL ACTION

Agenda Item: 8a	Department: Administration	Requested Council Meeting Date: May 9, 2023	Submitted By: Scott Lehner, City Administrator
--------------------	-------------------------------	--	--

TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-XX AUTHORIZING ADMINISTRATOR LEHNER TO OFFER EMPLOYMENT TO QUALIFIED CANDIDATES UPON THE RECOMMENDATION OF THE PERSONNEL COMMITTEE FOR A SECOND RECYCLING ATTENDANT AND TWO (2) SEASONAL SUMMER PUBLIC WORKS/PARKS STAFF.

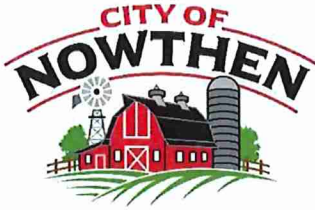
BACKGROUND AND SUPPLEMENTAL INFORMATION: The City is currently one (1) staff member short at the Recycling Center and two (2) staff members short for seasonal summer staffing. Administration is working with the personnel committee to interview candidates. Administration is requesting permission to hire these positions with the personnel committee's recommendation and satisfactory background check without waiting for the next council meeting. The positions are essential to supply the residents with adequate staffed hours at the Recycling Center and to allow the Public Works Department to maintain the parks and city properties as the residents expect. Delaying the process poses an issue in both departments as the current staff is unable to keep up with the demands of the departments.

SOURCE OF FUNDING: 2023 Budget

REQUESTED COUNCIL ACTION: Authorize Administrator Lehner to offer positions to qualified candidates upon the recommendation of the personnel committee without waiting for the following city council meeting in June.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER



REQUEST FOR COUNCIL ACTION

Agenda Item: 8b	Department: Administration	Requested Council Meeting Date: May 9, 2023	Submitted By: Scott Lehner, City Administrator
--------------------	-------------------------------	--	--

TITLE OF ISSUE: GRANTING THE CITY ADMINISTRATOR TO POST THE 2008 FORD 1-TON TRUCK AND PLOW FOR SALE.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The 2023 truck purchase replaces the 2008 Ford 1-ton Truck and Plow. Public Works Department / City Administrator is requesting permission to sell this vehicle. Once a buyer is secured, the City Administrator will notify the city council of the sale.

SOURCE OF FUNDING: NONE

REQUESTED COUNCIL ACTION: Authorization to Administrator Lehner to post the 2008 Ford 1-Ton Truck and Plow for sale.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER