

Nowthen City Council
December 14, 2021
Regular Meeting Minutes

1. CALL TO ORDER

Mayor Pilon called the regular meeting to order at 6:15pm.

The pledge was not recited as it had been at the commencement of the Truth in Taxation Meeting

Present: Councilmembers Alders, Blake, and Rainville

Also present was interim city administrator Boyles

2. CONSENT AGENDA.

Mayor Pilon asked that the city council add item 2M to the consent agenda authorizing Banyon Training for Natalie Johnson. Item 2 K Accessory Structure Zoning Ordinance Amendment was removed from the consent agenda. Item 2J Approval of Auditor for 2021 was moved to 8C. Item 2I Hiring of Three Paid on Call Firefighters was moved to 4B.

MOTION MADE BY COUNCIL MEMBER RAINVILLE, SECOND BY ALDERS TO APPROVE THE AMENDED CONSENT AGENDA ITEMS 2A,2B, 2C, 2D,2E,2F,2G,2H,2I, AND 2M. MOTION CARRIED FOUR AYES.

3. FLOOR ITEMS

There were no floor items.

4. FIRE ITEM

A. Approval of purchase of Fire Duty Officer Vehicle

Fire Chief Schmidt reported that because this is the first-year budgeting for the fire service, there are year-end unexpended funds. Now is an opportune time to Purchase a used SUV type vehicle with an emergency sign package to provide duty officers. The vehicle is assigned to the person on duty who is to respond to each call. That individual arrives first at the scene, sizes the situation up and cancels or authorizes full department response. This practice is commonplace with most departments because it saves money and expedites the correct response.

Council asked about the type of vehicle contemplated, the cost, availability, whether capital funds were justified, and how the duty officer program would be managed so response would be guaranteed, whether the vehicle is used to drive to work, and how long the vehicle is expected to last.

MOTION BY COUNCIL MEMBER RAINVILLE, SECOND BY BLAKE TO AUTHORIZE UP TO \$44,000 (\$40,000 PLUS 10%) FOR THE ACQUISITION OF THE DUTY

Mayor Pilon indicated that Planner Stockman called him to indicate that she wanted to amend the ordinance and believes it should be tabled.

MOTION BY MAYOR PILON SECOND BY RAINVILLE TO DEFER ACTION ON THIS AGENDA ITEM UNTIL A FUTURE MEETING. MOTION CARRIED FIVE AYES.

7. PUBLIC WORKS

There were no public works items.

8. CITY COUNCIL

A. Approval of Improvement Project at the Recycling Center

Mayor Pilon asked Council Member Rainville to report. Rainville indicated that the city council appointed she and Council member Greenberg to collaborate with staff and a local vendor to determine the most appropriate improvements to be made to the recycling center and work with staff to receive a proposal. North County Construction did provide the quote included in the packet. Rainville reviewed the proposed improvements. The expectation is that the work included in the proposal will be completed in 2021 as is required by Anoka County and the funding taken from the existing balance in the city's accounts.

Council members concurred that the anticipated improvements will be beneficial and assure that the facility will be productive and usable year around which is especially important considering the Tuesday through Saturday extended hours. The expenditure is expected to be less than \$42,000.

MOTION BY COUNCILMEMBER BLAKE SECOND BY GREENBERG TO APPROVE THE EXPENDTURE OF UP TO \$42,000 IN ACCORDANCE WITH THE QUOTE PROVIDED IN THE PACKET, MOTION CARRIED. FIVE AYES.

B. Status of Supplemental Grant for 30 Yard Roll Off Container for Recycling Center.

Council Member Rainville stated that as part of the subcommittee's work, as SCORE Grant was researched. The score grant allows for an expenditure of up to \$10,000 for item or items which will increase the productivity of the recycling center. After collaborating with the staff, a quote for a thirty yard roll off container has been received. Since the Rolloff is to be used for sheet metal it is to be heavy duty metal. Rainville researched the statutes and found that this item should not be subject to tax saving the city over \$1100. Delivery will be \$495 bringing the total to \$9125. The old one will be sold for \$1000 which will go back into the recycling account. The roll off must be ordered before the end of the year.

MOTION BY GREENBERG SECOND BY BLAKE TO APPROVE THE PURCHASE UP TO \$10,000 USING THE SCORE GRANT. MOTION CARRIED. FIVE AYES.

C. STATUS OF FINANCIAL ASSISTANCE EFFORTS

The staff solicited two three-year audit proposals last fall. The city council subcommittee interviewed the two firms. The subcommittee also solicited a one-year proposal from Mike Pofahl who has completed the city audits for years now. The subcommittee recommends that Mike Pofahl complete the 2021 audit at a cost not to exceed \$8950.

MOTION BY COUNCIL MEMBER RAINVILLE SECOND BY GREENBERG TO SELECT MIKE POFAHL TO COMPLETE THE 2021 CITY AUDIT AT A COST NOT TO EXCEED \$8950. MOTION CARRIED. FIVE AYES.

The Subcommittee has concluded thorough the auditor selection process that the city financial record keeping system, process and regulations should be looked at and refined. Proposals were solicited from the two firms who proposed to be auditors for the next three years as well as Ehlers and Associates. The subcommittee is waiting for the proposal from Ehlers.

The city council asked why such action is necessary now as well as the cost. This review is to assure that the city financial system is up to date and ready for the audit. The cost is based upon the number of hours contemplated by the proposer.

The city council concurred that a special city council meeting should be scheduled once the Ehlers Proposal is received, and a report can be prepared for city council consideration.

MOTION MADE BY COUNCIL MEMBER RAINVILLE SECOND BY BLAKE TO SCHEDULE A SPECIAL MEETING OF THE CITY COUNCIL IN A TIMELY WAY TO CONSIDER PROPOSALS FOR FINANCIAL ASSISTANCE. MOTION CARRIED. FIVE AYES.

The city council re-assembled to discuss two things.

MOTION MADE BY RAINVILLE SECOND BY BLAKE TO AUTHORIZE NATALIE JOHNSON AND FRANK BOYLES TO HAVE ACCESS TO THE ACH SYSTEM AND INFORM THE PROPER OFFICIALS ACCORDINGLY. MOTION CARRIED. FIVE AYES.

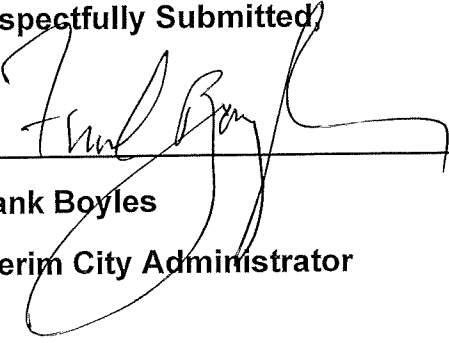
The mayor indicated that Kelly at the recycling center would like to take his birthday the 23rd off and the center would also be closed on the 24th and 25th.

MOTION BY GREENBERG SECOND BY ALDERS TO CLOSE THE RECYCLE CENTER THURSDAY, FRIDAY, AND SATURDAY THE CHRISTMAS WEEK. MOTION CARRIED FIVE AYES.

MOTION BY COUNCIL MEMBER RAINVILLE SECOND BY BLAKE TO ADJOURN THE CITY COUNCIL MEETING. MOTION CARRIED FIVE AYES.

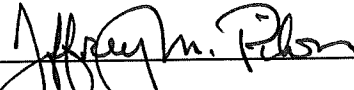
The meeting adjourned at 7:40pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Frank Boyles", written over a horizontal line.

Frank Boyles

Interim City Administrator

A handwritten signature in black ink, appearing to read "Jeffrey M. Pilon", written over a horizontal line.

Jeffrey M Pilon

Mayor