

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



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

Nowthen City Council  
February 14, 2023  
Agenda @ 7:00 pm

1. Call to Order

- Pledge of Allegiance
- Roll Call
- Approve Agenda

2. Floor Item(s)

3. Presentation

Ron Orlando, Vice President of External Affairs from Comcast.

4. Consent Agenda

- A) Approval of City Council Minutes of Regular Meeting January 10, 2022
- B) Approval of Claims January 10 – February 10, 2023, and Treasurer's Report
- C) Approval of Resolution 2023-XX to Appoint the 2023 Nowthen Farmers Market Manager and Coordinator, Authorizing Their Stipend and Approval of Administrative and Public Works Staff Support for the Market.
- D) Approval of Resolution 2023-XX Authorizing the Hire of Amy Hanson as the Second Part-Time Recycle Center Attendant.
- E) Approval of Resolution 2023-XX Approving Expenditures for Deputy Clerk Johnson attendance to IIMC Conference in January 2023 and to approve her attendance of MCFOA Conference, March 21-23 , 2023
- F) Approval of Resolution 2023-XX Accepting the ERYHA Fourth Quarter Donation.
- G) Approval of Resolution 2023-XX Further Education for Council Member Fladebo.
- H) Approval of December 2022 Financial Report from Lori Yager, RTY Consulting.

5. Engineering

6. Fire Department

7. Sheriff's Department

8. Planning & Zoning

9. Administrator's Update

A) Policy Update

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

- 1. Approving Resolution 2023-XX Amending the 2023 Budget to move an existing \$60,000 from the 2022 General Fund to Capital Improvement Fund with the remaining excess funds rolling into the 2023 Fund Balance.

C) Welcome Packet for New Residents

10. City Council

A) OLD BUSINESS

B) NEW BUSINESS

1. Approval of Resolution 2023-XX Authorizing the Approval of a Border 2 Border (B2B) Grant Application to Extend Broadband to 1,277 Passing (Residents and Businesses) in the Unserved and Underserved Areas of Nowthen with Comcast.
2. Approval of Resolution 2023-XX Authorizing the Application of ARPA Funds from Anoka County with TEKSTAR Communications, Inc. DBA Arvig to Extend Broadband to serve 85 properties in the Twin Lakes Area of Nowthen as Previously Approved July 25, 2022.
3. Approval of Resolution 2023-XX Approving City Council Members and Administrator Lehner to Attend City Day on the Hill.

10. Adjourn

Nowthen City Council  
January 10, 2023  
Regular Meeting Minutes

**1. CALL TO ORDER**

Mayor Pilon called the meeting to order at 7:02 pm.

Please note: We are trying new technology with an "OWL" to present the meetings LIVE and RECORDED.

OATH OF OFFICE given to Mayor Jeff Pilon and Council Members Shanni Fladebo & Dan Breyen.

All present recited the Pledge of Allegiance.

Present: Mayor Pilon, Council Members Breyen, Fladebo, Alders, and Rainville attended via video; she participated in discussions but did not vote.

Also present: Administrator Lehner, Deputy Clerk Johnson, Lieutenant Jacobson, Chief Schmidt, , Assistant Fire Chief Schrag, Administrative Assistant Adrienne Christensen

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

**2. FLOOR ITEMS NONE**

**3. CONSENT AGENDA**

- A) Approval of City Council Minutes of Regular Meeting December 13th, 2022
- B) Approval of Claims December 10, 2022 - January 9, 2023, and Treasurer's Report
- C) Approval of Resolution 2023-01 establishing City Council Annual Appointments
- D) Approval of Resolution 2023-02 approving COLA increases per the 2023 Budget

**ADDED E)** Approval of Resolution 2023-03 Authorizing the Hire of Robert Keto and Christie Wall as Part-Time Recycling Attendants

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

**4. ENGINEERING NONE**

**5. FIRE DEPARTMENT**

The Fire Department responded to 15 incidents (15 less than December, 2022) with an average response time of 13 minutes 31 seconds. Average number of Fire Fighters attending calls for service was 3.8.

Staff has done training on the Lucas Device – a mechanical CPR Device. It has shown to have 25-35% increased survival with the use of the device on patients.

The rescue boat is here and fits nicely in the fire hall. Staff has had hands on it but no outside training yet.

Recruitment is still a top priority. How can the city engage to recruit? Possible door to door to check smoke detectors? The posting is still posted on the League of MN Cities site. The department has a steady staff and great morale.

## **6. SHERIFF'S DEPARTMENT**

Sheriff's Deputies responded to 116 calls for service. Total for 2022 is 1,437 calls which is 50 less than 2021.

Noteworthy calls include 2 dogs running off personal property onto the street and attacking a walking dog, impounded plates and driver with cancelled license resulting in an arrest, stolen property recovered resulting in an arrest, and a crash that involved a vehicle that left the roadway, resulting in a DWI arrest with a BAC of .22.

Question regarding the number of traffic stops and higher gross misdemeanors – why higher than last year? The Lieutenant responded they are a byproduct of proactive law enforcement that comes with the city's contract with Anoka County Sheriff's Department and having a dedicated car in Nowthen.

## **7. PLANNING AND ZONING NONE**

## **8. ADMINISTRATOR'S UPDATE**

A.) Administrator Lehner introduced the recycling attendant candidates, Mr. Robert Keto and Ms. Christie Wall. They both told the council a bit about themselves and why they wanted to work for the City of Nowthen Recycling Center.

Adrienne Christensen, the city Administrative Assistant and Recycling Coordinator, spoke of her excitement for 2 part-time staff members dividing 32 hours between them allowing for flexibility along with the possibility of them helping out Public Works and Parks Departments as needed. Training will be completed by Public Works and the Recycling Center hours will include two (2) evenings until 7:00pm to allow residents to recycle later in the day, as well as Saturdays 8:00 am – Noon. The city had no recent applications until a few weeks ago,



when five (5) were received. Administrator Lehner interviewed three (3) and narrowed it to the two (2) candidates.

Council Member Rainville thanked staff for working so hard to find recycling attendants.

B.) The Salt Spreader is working well! Thank you, council, for allowing this purchase. The staff has all been trained and it has been utilized quite often with the storms so far this season.

C.) The 2022 Staff Performance Reviews have been completed.

**9. CITY COUNCIL**

a. **OLD BUSINESS** - None

b. **NEW BUSINESS** – Set a Work Session date for the 2023 fee schedule.

After discussion the meeting will be February 9<sup>th</sup> at 5:30.

**MOTION TO ADJOURN BY COUNCIL MEMBER ALDERS, SECONDED BY BREYEN. MOTION CARRIED. 4 AYES.**

Meeting adjourned at 7:55 pm.

Respectfully Submitted,

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Scott Lehner, City Administrator

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Jeffrey M. Pilon, Mayor



## SIGN - IN SHEET

Meeting: Regular Meeting Date: 1-10-23

PLEASE PRINT

	NAME	ADDRESS
1.	Adrienne Christensen	
2.	Sue Pilon	
3.	R.D. Keto	ST FRANCIS,
4.	Christie Wall	Anoka
5.	Awe Gladabo	Nowthen
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# CITY OF NOWTHEN TREASURER'S REPORT

January 31, 2023

CASH:

Submitted By: *Natalie Johnson*

DATE	LOCATION	ACCT. TYPE	Interest Earned	BALANCE
1/31/2023	Pine River State Bank	Checking Acct.		\$195,735.09
1/31/2023	PMA Financial Network	CD's Fixed Income		\$2,945,496.88
1/31/2023	4M, 4MP & GO Funds	Money Market Fund	\$0.00	\$558,764.27

**YTD Outstanding Chks**

Adjusted Bank Total **\$ 3,662,534.86**

**SCHEDULE 1 Ending Balance: \$ 3,662,534.86**



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Payments

Current Period: February 2023

Payment Batch Feb 14 Checks \$72,111.41

Refer	2104603 A&B Welding & Construction Inc	Ck# 032069 2/14/2023		
Cash Payment	E 100-43110-404 Repairs and Maintenanc	Weld Plow		\$327.50
Invoice	47882	1/5/2023		
Transaction Date	1/18/2023	Checking	10100	Total \$327.50
Refer	2104615 AIR COMFORT HEATING & AIR CO	Ck# 032070 2/14/2023		
Cash Payment	E 603-43220-403 Repairs and Maintenanc	Replace gas valve		\$479.76
Invoice				
Transaction Date	1/19/2023	Checking	10100	Total \$479.76
Refer	2104629 ALEXIS JOHNSON	Ck# 032071 2/14/2023		
Cash Payment	E 100-42210-203 General Supplies	FD Photos		\$138.30
Invoice				
Transaction Date	1/24/2023	Checking	10100	Total \$138.30
Refer	2104596 ANIMAL HUMANE SOCIETY	Ck# 032072 2/14/2023		
Cash Payment	E 100-41710-317 Animal Control	4th Quarter		\$416.00
Invoice	34749	1/11/2023		
Transaction Date	1/18/2023	Checking	10100	Total \$416.00
Refer	2104606 ARAMARK	Ck# 032073 2/14/2023		
Cash Payment	E 100-43110-420 Uniforms			\$48.82
Invoice	6290086510	1/10/2023		
Cash Payment	E 100-43110-420 Uniforms			\$52.15
Invoice	6290089252	1/17/2023		
Transaction Date	1/18/2023	Checking	10100	Total \$100.97
Refer	2104633 ARAMARK	Ck# 032073 2/14/2023		
Cash Payment	E 100-43110-420 Uniforms			\$52.15
Invoice	6290091493	1/24/2023		
Transaction Date	1/25/2023	Checking	10100	Total \$52.15
Refer	2104653 ARAMARK	Ck# 032073 2/14/2023		
Cash Payment	E 100-43110-420 Uniforms	PW Uniforms		\$52.15
Invoice	6290093728	1/31/2023		
Transaction Date	2/9/2023	Checking	10100	Total \$52.15
Refer	2104656 ARAMARK	Ck# 032073 2/14/2023		
Cash Payment	E 100-43110-420 Uniforms	PW Uniforms		\$43.33
Invoice	6290096445	2/7/2023		
Transaction Date	2/9/2023	Checking	10100	Total \$43.33
Refer	2104652 ARVIG ENTERPRISES	Ck# 032074 2/14/2023		
Cash Payment	E 100-41710-323 Communications - Intern	Account Number: 00030847900014		\$1,032.35
Invoice				
Transaction Date	2/9/2023	Checking	10100	Total \$1,032.35
Refer	2104618 BBKG	Ck# 032075 2/14/2023		
Cash Payment	E 100-41610-315 Prosecuting Attorney	July - December 2022 Invoices		\$18,318.75
Invoice	201882			
Transaction Date	1/23/2023	Checking	10100	Total \$18,318.75
Refer	2104625 CB MECHANICAL LLC	Ck# 032076 2/14/2023		



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Payments

Current Period: February 2023

<b>Cash Payment</b>	E 100-42210-404 Repairs and Maintenanc	2022 Clean and Charge Air Conditioner at the FD			\$425.00
Invoice	None	7/25/2022			
Transaction Date	1/24/2023	Checking	10100	<b>Total</b>	\$425.00
Refer	<del>2104607 CENTER POINT ENERGY</del>		<del>Ck# 032077 2/14/2023</del>		
<b>Cash Payment</b>	E 603-43220-383 Utility Services: Gas Utilit	Account number: 11829810-8			\$25.20
Invoice					
Transaction Date	1/18/2023	Checking	10100	<b>Total</b>	\$25.20
Refer	2104622 Central Hydraulics, Inc.		Ck# 032078 2/14/2023		
<b>Cash Payment</b>	E 100-43110-221 Equipment Supplies for				\$38.40
Invoice	79537	1/18/2023			
Transaction Date	1/24/2023	Checking	10100	<b>Total</b>	\$38.40
Refer	2104599 Central Hydraulics, Inc.		Ck# 032078 2/14/2023		
<b>Cash Payment</b>	E 100-43110-203 General Supplies				\$55.02
Invoice	79420	1/10/2023			
Transaction Date	1/18/2023	Checking	10100	<b>Total</b>	\$55.02
Refer	2104600 Central Hydraulics, Inc.		Ck# 032078 2/14/2023		
<b>Cash Payment</b>	E 100-43110-203 General Supplies				\$515.98
Invoice	79319	1/4/2023			
Transaction Date	1/18/2023	Checking	10100	<b>Total</b>	\$515.98
Refer	2104604 Central Hydraulics, Inc.		Ck# 032078 2/14/2023		
<b>Cash Payment</b>	E 100-43110-404 Repairs and Maintenanc				\$120.79
Invoice	79466	1/13/2023			
Transaction Date	1/18/2023	Checking	10100	<b>Total</b>	\$120.79
Refer	2104655 CHRISTY WALL		Ck# 032079 2/14/2023		
<b>Cash Payment</b>	E 603-43220-215 Operating Supplies: Sho	Reimburse for Recycling Supplies			\$6.98
Invoice					
Transaction Date	2/9/2023	Checking	10100	<b>Total</b>	\$6.98
Refer	2104628 Couri & Ruppe, P.L.L.P.		Ck# 032080 2/14/2023		
<b>Cash Payment</b>	E 100-41610-316 Civil Attorney	2022 Cell Tower CUP			\$1,290.00
Invoice		1/16/2023			
<b>Cash Payment</b>	E 320-47320-310 Professional Services	Ebony & Garnet Street - Molnau Trucking			\$92.50
Invoice		1/16/2023			
<b>Cash Payment</b>	E 100-41610-315 Prosecuting Attorney	Review Data Practices Act			\$92.50
Invoice		1/16/2023			
<b>Cash Payment</b>	E 100-41610-315 Prosecuting Attorney	ROW Permit - Telcom Construction Bond			\$46.25
Invoice		1/16/2023			
<b>Cash Payment</b>	E 100-41610-315 Prosecuting Attorney	Toft Development			\$752.50
Invoice		1/16/2023			
Transaction Date	1/24/2023	Checking	10100	<b>Total</b>	\$2,273.75
Refer	2104644 Couri & Ruppe, P.L.L.P.		Ck# 032080 2/14/2023		
<b>Cash Payment</b>	E 100-41610-316 Civil Attorney	5606 Verde Valley Road CUP			\$235.00
Invoice		2/7/2023			
<b>Cash Payment</b>	E 100-41610-316 Civil Attorney	Ebony & Garnet Street			\$102.50
Invoice		2/7/2023			

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Cash Payment	E 100-41610-316 Civil Attorney	General			\$307.50
Invoice	2/7/2023				
Cash Payment	E 100-41610-316 Civil Attorney	Lestico Estates East			\$1,233.75
Invoice	2/7/2023				
Cash Payment	E 100-41610-316 Civil Attorney	Toft Development			\$58.75
Invoice	2/7/2023				
Transaction Date	2/9/2023	Checking	10100	Total	\$1,937.50
Refer	2104649 Crawford's Equipment Inc	Ck# 032081	2/14/2023		
Cash Payment	E 100-43110-203 General Supplies	Filters			\$123.84
Invoice	01-74323 2/3/2023				
Transaction Date	2/9/2023	Checking	10100	Total	\$123.84
Refer	2104602 CWJ CONSTRUCTION, INC.	Ck# 032082	2/14/2023		
Cash Payment	E 100-41710-310 Professional Services	December 2022 Assembly of desks and move office furniture			\$540.00
Invoice	22-1021 1/11/2023				
Transaction Date	1/18/2023	Checking	10100	Total	\$540.00
Refer	2104647 ECM Publishers, Inc.	Ck# 032083	2/14/2023		
Cash Payment	E 100-41710-351 Printing; Legal Notices	2023 Budget Published			\$107.50
Invoice	932185 2/2/2023				
Transaction Date	2/9/2023	Checking	10100	Total	\$107.50
Refer	2104641 Fire Safety USA, Inc.	Ck# 032084	2/14/2023		
Cash Payment	E 100-42210-420 Uniforms	HexAmor/Glove			\$65.00
Invoice	168517 2/1/2023				
Transaction Date	2/9/2023	Checking	10100	Total	\$65.00
Refer	2104640 First State Tire Recycling	Ck# 032085	2/14/2023		
Cash Payment	E 603-43220-441 Hauling	Tires			\$391.95
Invoice	118899 1/30/2023				
Cash Payment	E 603-43220-441 Hauling	Tires			\$210.08
Invoice	1/30/2023				
Transaction Date	2/9/2023	Checking	10100	Total	\$602.03
Refer	2104620 FREIMUTH ENTERPRISES LLC	Ck# 032086	2/14/2023		
Cash Payment	E 603-43220-441 Hauling	December Recycling Hauling of appliances, electronics, and mattresses			\$1,032.00
Invoice					
Transaction Date	1/23/2023	Checking	10100	Total	\$1,032.00
Refer	2104648 H&L Mesabi	Ck# 032087	2/14/2023		
Cash Payment	E 100-43110-203 General Supplies	Plow repairs			\$959.48
Invoice	11321 1/19/2023				
Transaction Date	2/9/2023	Checking	10100	Total	\$959.48
Refer	2104598 HAUGO GEO TECHNICAL SERVIC	Ck# 032088	2/14/2023		
Cash Payment	E 417-43121-403 Repairs and Maintenan	2021 Street Improvement - Rogers Lake			\$398.00
Invoice	11425 6/1/2022				
Transaction Date	1/18/2023	Checking	10100	Total	\$398.00
Refer	2104601 HYLEN OIL	Ck# 032089	2/14/2023		
Cash Payment	E 100-43110-213 Operating Supplies: Lubri	55 gallon drum			\$1,746.25
Invoice	382 1/9/2023				

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Current Period: February 2023

Transaction Date	1/18/2023	Checking	10100	Total	\$1,746.25
Refer	2104605 JIMMYS JOHNNYS			Ck# 032090 2/14/2023	
Cash Payment	E 603-43220-415 Rentals; Other Equipmen	Recycle Center			\$94.00
Invoice	MP216503	1/12/2023			
Transaction Date	1/18/2023	Checking	10100	Total	\$94.00
Refer	2104634 Kims Kleaning			Ck# 032091 2/14/2023	
Cash Payment	E 100-41710-438 Miscellaneous: Cleaning	January Cleaning			\$675.00
Invoice	9107	1/26/2022			
Transaction Date	1/26/2023	Checking	10100	Total	\$675.00
Refer	2104637 Little Falls Machine, Inc.			Ck# 032092 2/14/2023	
Cash Payment	E 100-43110-404 Repairs and Maintenanc				\$769.09
Invoice	366699	1/25/2023			
Transaction Date	2/9/2023	Checking	10100	Total	\$769.09
Refer	2104650 Menards			Ck# 032093 2/14/2023	
Cash Payment	E 100-41710-404 Repairs and Maintenanc	Repairs at Historic Town Hall			\$440.71
Invoice	67572	1/26/2023			
Cash Payment	E 100-42210-203 General Supplies	Fire Supplies			\$27.34
Invoice	67046	1/16/2023			
Cash Payment	E 100-43110-203 General Supplies	Public Works Supplies			\$66.08
Invoice	67152	1/18/2023			
Cash Payment	E 603-43220-215 Operating Supplies: Sho	Recycle Center Supplies			\$178.40
Invoice	67513	1/25/2023			
Transaction Date	2/9/2023	Checking	10100	Total	\$712.53
Refer	2104645 MNSPECT LLC			Ck# 032094 2/14/2023	
Cash Payment	E 100-42410-310 Professional Services	January Invoice			\$1,103.38
Invoice	0095782-IN	1/31/2023			
Transaction Date	2/9/2023	Checking	10100	Total	\$1,103.38
Refer	2104597 NAPA Auto Parts			Ck# 032095 2/14/2023	
Cash Payment	E 100-43110-213 Operating Supplies: Lubri				\$276.55
Invoice	190868	1/10/2023			
Transaction Date	1/18/2023	Checking	10100	Total	\$276.55
Refer	2104614 PERA			Ck# 032096 2/14/2023	
Cash Payment	E 100-41420-121 PERA	2023 Fire Fighters Voluntery PERA Contribution			\$7,000.00
Invoice					
Transaction Date	1/19/2023	Checking	10100	Total	\$7,000.00
Refer	2104621 PIRTEK PLYMOUTH			Ck# 032097 2/14/2023	
Cash Payment	E 100-43110-404 Repairs and Maintenanc	Plow Truck			\$1,855.97
Invoice	PL-T00013830	1/4/2023			
Transaction Date	1/24/2023	Checking	10100	Total	\$1,855.97
Refer	2104654 Plaisted Companies Inc.			Ck# 032098 2/14/2023	
Cash Payment	E 100-43110-440 Gravel, Rock, Etc.	Winter Sand			\$1,249.15
Invoice	58262	1/31/2023			
Transaction Date	2/9/2023	Checking	10100	Total	\$1,249.15
Refer	2104627 RBs Computer Service			Ck# 032099 2/14/2023	



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Current Period: February 2023

<b>Cash Payment</b>	E 100-41420-217 Computer, Office Equipm	2022 Wireless Access Points Balance Due			\$1,140.30
Invoice 40933	12/16/2022				
Transaction Date	1/24/2023	Checking	10100	<b>Total</b>	\$1,140.30
Refer	2104636 RBs Computer Service	<u>Ck# 032099 2/14/2023</u>			
<b>Cash Payment</b>	E 100-41710-217 Computer, Office Equipm	Monthly Contract or Extra Services			\$407.40
Invoice 41014	1/31/2023				
Transaction Date	1/31/2023	Checking	10100	<b>Total</b>	\$407.40
Refer	2104639 RBs Computer Service	<u>Ck# 032099 2/14/2023</u>			
<b>Cash Payment</b>	E 100-41710-310 Professional Services	Monthly Contract or Extra Services			\$1,912.17
Invoice 41131	2/1/2023				
Transaction Date	2/9/2023	Checking	10100	<b>Total</b>	\$1,912.17
Refer	2104643 SafeAssure Consultants, Inc.	<u>Ck# 032100 2/14/2023</u>			
<b>Cash Payment</b>	E 100-41710-310 Professional Services	Safety Training/Consulting			\$1,803.86
Invoice 3295	2/1/2023				
Transaction Date	2/9/2023	Checking	10100	<b>Total</b>	\$1,803.86
Refer	2104631 The Planning Company LLC	<u>Ck# 032101 2/14/2023</u>			
<b>Cash Payment</b>	E 100-41810-310 Professional Services	21.01 Zoning Ordinance Amend			\$1,353.00
Invoice 8189	1/24/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.02 Toft 1st Addn Final Plat			\$715.00
Invoice 8190	1/24/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.02 5606 Verde Valley Rod			\$260.00
Invoice 8191	1/24/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	22.11 Polgreen Variance			\$65.00
Invoice 8192	1/24/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.02 7380 Norris Lake Road			\$390.00
Invoice 8193	1/24/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.03 Zoning Adm CUP Verification / Revocation			\$1,386.00
Invoice 8194	1/24/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.03 19677 Jasper Addn.			\$79.20
Invoice 8195	1/24/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.03 Zoning Adm			\$1,327.48
Invoice 8196	1/24/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.05 Attend City Council Meeting			\$250.00
Invoice 8197	1/24/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.02 Dryden Subdivision			\$260.00
Invoice 8198	1/25/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.02 Toft 1st Addn Final Plat			\$481.00
Invoice 8199	1/25/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.02 5606 Verde Valley Rod			\$741.00
Invoice 8200	1/25/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.02 18953 Jasper St Brede			\$260.00
Invoice 8201	1/25/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.02 5500 Verde Valley Road Grading/Wetland			\$390.00
Invoice 8202	1/25/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.03 CUP Verification/Revocation			\$924.00
Invoice 8203	1/25/2023				



Payments

Current Period: February 2023

<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.03	9114 190th Ave Access Bldg		<b>\$33.00</b>
Invoice 8204	1/25/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.03	5944 Norris Lake Road Access Bldg		<b>\$79.20</b>
Invoice 8205	1/25/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.03	20885 Engen Polgreen		<b>\$66.00</b>
Invoice 8206	1/25/2023				
<b>Cash Payment</b>	E 100-41810-310 Professional Services	122.03	Zoning Adm		<b>\$1,489.84</b>
Invoice 8207	1/25/2023				
Transaction Date	1/24/2023	Checking	10100	<b>Total</b>	<b>\$10,549.72</b>
Refer	2104659 UPPER RUM RIVER WATERSHED	Ck# 032102	2/14/2023		
<b>Cash Payment</b>	E 100-46103-310 Professional Services		2023 URRWMO		<b>\$9,865.71</b>
Invoice 2023	12/12/2022				
Transaction Date	2/10/2023	Checking	10100	<b>Total</b>	<b>\$9,865.71</b>
Refer	2104651 US Bank Equipment Finance	Ck# 032103	2/14/2023		
<b>Cash Payment</b>	E 100-41420-415 Rentals; Other Equipmen		Ricoh Lease - Equip ID 148568		<b>\$596.75</b>
Invoice 493227979					
Transaction Date	2/9/2023	Checking	10100	<b>Total</b>	<b>\$596.75</b>
Refer	2104642 VERIZON	Ck# 032104	2/14/2023		
<b>Cash Payment</b>	E 100-41710-323 Communications - Intern		Scott's Hot Spot		<b>\$165.85</b>
Invoice 9926037553	2/15/2023				
Transaction Date	2/9/2023	Checking	10100	<b>Total</b>	<b>\$165.85</b>

Fund Summary

	10100 Checking
100 General Fund	\$69,202.54
320 2021A GO Improvement Bonds	\$92.50
417 2020 Road Improvements	\$398.00
603 Recycling Center	\$2,418.37
	<u>\$72,111.41</u>

Pre-Written Checks	\$72,111.41
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$72,111.41</b>

CITY OF NOWTHEN

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Payments

Current Period: January 2023

Payment Batch Jan 2023 Auto Pay \$13,513.95

Refer	2104617 Cardmember Service	Ck# 000603E 1/25/2023	
Cash Payment	E 100-45202-221 Equipment Supplies for	Keys	\$28.92
Invoice			Project 0
Cash Payment	E 100-43110-404 Repairs and Maintenanc	Joes' Blue Truck - Cylinder Lock Manifold	\$471.04
Invoice	011-1691951	12/16/2022	
Cash Payment	E 100-41420-322 Postage	Stamps.com	\$17.99
Invoice			
Cash Payment	E 100-45120-208 Farmers Market Operatio	Dept of Ag - Farmer's Market	\$61.35
Invoice			
Cash Payment	E 100-41110-435 Training	LMC - Class for Council Member Shanni Fladebo	\$350.00
Invoice			
Cash Payment	E 100-41420-203 General Supplies	Paper Plates	\$39.98
Invoice			
Cash Payment	E 100-42210-223 Supplies; Building	McMaster Carr	\$200.17
Invoice			
Cash Payment	E 100-41420-217 Computer, Office Equipm	Voice Recorder for Scott	\$36.79
Invoice			
Cash Payment	E 100-41710-203 General Supplies	Conference Room White Board - Picture Frames	\$306.94
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Calendars and Coffee	\$83.94
Invoice			
Cash Payment	E 100-42210-203 General Supplies	Picture Frames	\$17.98
Invoice			
Cash Payment	E 100-41420-442 Marketing	Cookies for council meeting	\$38.00
Invoice			
Cash Payment	E 100-41710-201 Office Supplies	Bulletin Board	\$69.98
Invoice			
Cash Payment	E 100-41420-442 Marketing	DeCaf Coffee for the council meeting	\$7.49
Invoice			
Cash Payment	E 100-41420-203 General Supplies	Coffee	\$31.86
Invoice			
Cash Payment	E 100-42210-203 General Supplies	Picture Frames for Fire Dept	\$8.99
Invoice			
Cash Payment	E 100-41710-217 Computer, Office Equipm	Memory Card for Scott's recorder	\$14.99
Invoice			
Cash Payment	E 100-41420-322 Postage	Postage	\$100.00
Invoice			
Cash Payment	E 100-41420-322 Postage	Postage	\$100.00
Invoice			
Cash Payment	E 100-41710-201 Office Supplies	Trash Can for Scott's Office	\$24.99
Invoice			
Cash Payment	E 100-41710-201 Office Supplies	Kleenex Tissues	\$16.85
Invoice			
Cash Payment	E 100-41420-203 General Supplies	Christmas Decorations	\$28.32
Invoice			
Cash Payment	E 100-41420-203 General Supplies	Christmas Decorations	\$27.57
Invoice			

**CITY OF NOWTHEN**  
**Payments**

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Page 2

Current Period: January 2023

Cash Payment	E 100-41710-201 Office Supplies	Board for Scotts office	\$58.49
Invoice			
Cash Payment	E 100-42210-415 Rentals; Other Equipmen	Finken Water	\$10.71
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	2 new desks for the City Offices	\$709.98
Invoice			
Cash Payment	E 100-41420-322 Postage	Postage	\$102.82
Invoice			
Cash Payment	E 100-41710-201 Office Supplies	Lamps for Scott's Office	\$33.99
Invoice			
Cash Payment	E 100-41710-201 Office Supplies	Lamps for Scott's Office	\$39.99
Invoice			
Cash Payment	E 100-41420-201 Office Supplies	Chair Mat	\$34.00
Invoice			
Cash Payment	E 100-41420-322 Postage	Stamps.com	\$17.99
Invoice			
Cash Payment	E 100-42210-240 Small Tools and Minor E	Rescue Boat supplies	\$15.98
Invoice			
Cash Payment	E 100-42210-240 Small Tools and Minor E	Rescue Boat supplies	\$3.69
Invoice			
Cash Payment	E 100-42210-223 Supplies; Building	Power Strips	\$17.98
Invoice			
Cash Payment	E 100-42210-310 Professional Services	Alert All	\$1,445.00
Invoice			
Cash Payment	E 100-42210-240 Small Tools and Minor E	Rescue Boat Life Jackets	\$379.96
Invoice			
Cash Payment	E 100-41420-415 Rentals; Other Equipmen	Finken Water	\$41.95
Invoice			
Cash Payment	E 100-41710-203 General Supplies	Credit given for returned item	-\$34.39
Invoice			
Transaction Date	1/19/2023	Checking 10100	<b>Total</b> \$4,962.28
<hr/>			
Refer	2104546 <i>CENTER POINT ENERGY</i>	Ck# 000604E 1/25/2023	
Cash Payment	E 100-42210-381 Utility Services: Electric	FIRE STATION	\$458.46
Invoice 12/21/2022			
Cash Payment	E 100-41710-381 Utility Services: Electric	OLD TOWN HALL / SHOP/CITY OFFICES	\$1,027.13
Invoice 12/21/2022			
Cash Payment	E 603-43220-383 Utility Services: Gas Utilit	RECYCLE CENTER	\$25.20
Invoice 12/21/2022			
Transaction Date	12/28/2022	Checking 10100	<b>Total</b> \$1,510.79
<hr/>			
Refer	2104608 <i>Century Link</i>	Ck# 000605E 1/25/2023	
Cash Payment	E 100-41710-321 Telephone	763-441-4338 640	\$135.50
Invoice			
Transaction Date	1/18/2023	Checking 10100	<b>Total</b> \$135.50
<hr/>			
Refer	2104548 <i>Connexus Energy</i>	Ck# 000606E 1/25/2023	
Cash Payment	E 603-43220-381 Utility Services: Electric	Acct 303167 Recycle Street Light	\$7.18
Invoice			
Cash Payment	E 100-45210-381 Utility Services: Electric	Acct 178679 Twin Lakes	\$42.93
Invoice			

**CITY OF NOWTHEN**  
**Payments**

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Current Period: January 2023

Cash Payment	E 100-41710-381 Utility Services: Electric	Acct 179210 City Hall		\$119.54
Invoice				
Cash Payment	E 100-42210-381 Utility Services: Electric	Acct 239560 Fire Hall		\$203.06
Invoice				
Cash Payment	E 100-41710-381 Utility Services: Electric	Acct 240364 Salt Barn		\$20.80
Invoice				
Cash Payment	E 603-43220-381 Utility Services: Electric	Acct 254434 Recycle Center		\$57.82
Invoice				
Cash Payment	E 100-41710-381 Utility Services: Electric	Acct 294586 Shop & Office		\$438.23
Invoice				
Cash Payment	E 100-42210-381 Utility Services: Electric	Acct 311409 Ice Rinks		\$13.98
Invoice				
Transaction Date	12/28/2022	Checking	10100	<b>Total</b> \$903.54
Refer	2104536 DELTA DENTAL OF MINNESOTA	Ck# 000607E 1/25/2023		
Cash Payment	G 100-20240 Health Insurance	January Invoice		\$177.50
Invoice	CNS0001135625 1/1/2023			
Transaction Date	12/21/2022	Checking	10100	<b>Total</b> \$177.50
Refer	2104582 FIRSTNET	Ck# 000608E 1/25/2023		
Cash Payment	E 100-42210-321 Telephone	Fire Department Account #287306169645 Nov 26 - Dec 25 2022		\$38.23
Invoice				
Transaction Date	1/9/2023	Checking	10100	<b>Total</b> \$38.23
Refer	2104626 Health Equity	Ck# 000609E 1/25/2023		
Cash Payment	G 100-20250 H S A	January H S A		\$300.00
Invoice				
Transaction Date	1/24/2023	Checking	10100	<b>Total</b> \$300.00
Refer	2104576 Health Equity	Ck# 000609E 1/25/2023		
Cash Payment	G 100-20250 H S A	H S A Contribution		\$8.85
Invoice				
Transaction Date	1/9/2023	Checking	10100	<b>Total</b> \$8.85
Refer	2104635 MN Department of Labor and Ind	Ck# 000610E 1/25/2023		
Cash Payment	E 100-42410-387 Surcharge	2022 - 4th Quarter Building Surcharge		\$260.85
Invoice				
Transaction Date	1/26/2023	Checking	10100	<b>Total</b> \$260.85
Refer	2104658 MN DEPARTMENT OF REVENUE	Ck# 000611E 1/25/2023		
Cash Payment	G 100-22100 Sales Tax Payables	STATE WITHHOLDING		\$27.00
Invoice				
Transaction Date	2/10/2023	Checking	10100	<b>Total</b> \$27.00
Refer	2104609 MN PEIP	Ck# 000612E 1/25/2023		
Cash Payment	G 100-20240 Health Insurance			\$3,930.64
Invoice	1255083 1/10/2023			
Transaction Date	1/18/2023	Checking	10100	<b>Total</b> \$3,930.64
Refer	2104624 Pine River State Bank	Ck# 000613E 1/25/2023		
Cash Payment	E 100-41420-388 Fin.Charge, Late Fee, Ba	MONTHLY ACH FEE		\$7.00
Invoice				
Transaction Date	1/24/2023	Checking	10100	<b>Total</b> \$7.00



**CITY OF NOWTHEN**  
**Payments**

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Current Period: January 2023

Refer	2104611 <i>WALTERS RECYCLING AND REFU</i>	Ck# 000614E 1/25/2023	
Cash Payment	E 603-43220-384 Utility Services: Trash	Recycle Center	\$602.06
Invoice	0006699797	1/10/2023	
Transaction Date	1/18/2023	Checking	10100
		<b>Total</b>	<b>\$602.06</b>
Refer	2104583 <i>WEX Fleet Card</i>	Ck# 000615E 1/25/2023	
Cash Payment	E 100-42210-212 Fuel	FD fuel	\$181.95
Invoice	86096883	12/31/2022	
Cash Payment	E 100-43110-212 Fuel	Public Works Fuel	\$381.65
Invoice	86096883	12/31/2022	
Cash Payment	E 100-43110-212 Fuel	Public Works Fuel - Program Maint. Fee	\$5.76
Invoice	86096883	12/31/2022	
Transaction Date	1/9/2023	Checking	10100
		<b>Total</b>	<b>\$569.36</b>
Refer	2104595 <i>Wright-Hennepin Cooperative El</i>	Ck# 000616E 1/25/2023	
Cash Payment	E 100-41710-321 Telephone	Security Acct #150-1681-6611	\$80.35
Invoice			
Transaction Date	1/17/2023	Checking	10100
		<b>Total</b>	<b>\$80.35</b>

Fund Summary

	10100 Checking
100 General Fund	\$12,821.69
603 Recycling Center	\$692.26
	<b>\$13,513.95</b>

Pre-Written Checks	\$13,513.95
Checks to be Generated by the Computer	\$0.00
Total	<b>\$13,513.95</b>



## REQUEST FOR COUNCIL ACTION

Agenda Item: 4C	Department: Farmer's Market	Requested Council Meeting Date: February 14, 2023	Submitted By: Council Member Mary Rainville
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**TITLE OF ISSUE:** Appointment of the 2023 Nowthen Farmers Market Manager and Coordinator, authorizing their stipend and approve administrative and public works staff support for the Market.

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** The Nowthen Farmers Market is a volunteer run community event designed to provide an opportunity for our residents to purchase fresh grown products and handmade items from local vendors. Season 13 will be June 15 - September 21, 2023.

In order to assure the Market is run efficiently and professionally the following positions have been created:

**MARKET COORDINATOR:** The Market Coordinator is appointed by the Nowthen City Council to administer and oversee the Market. The Market Coordinator reports to the Market Manager and is the primary contact for the following:

- Assist with vendor eligibility.
- Assist vendors in complying with health and sanitation requirements.
- Receive and assist with appeals of rules and regulations.
- Assist with enforcement of Market rules.
- Coordinate volunteer assignments.
- Promotion of the Market.
- Initiate ideas for improvements to the Market.

**MARKET MANAGER:** The Market Manager is appointed by the Nowthen City Council to assist the Market Coordinator with the administration of the market as needed. The Market Manager also has authority over the following:

- Determine vendor eligibility.
- Assign vendor designated areas and direct vendors to their areas on Market day.
- Rule on vendor appeals of rules and regulations.
- Revoke a vendor's permit for violation of Market rules.
- Coordinate vendor absences.
- Determine weather related Market closings.
- Assist with volunteer assignments.
- Initiate ideas for improvements to the Market.

**SOURCE OF FUNDING:** Farmers Market Budget which is supplemented by Vendor Fees.

**REQUESTED COUNCIL ACTION:** City Council appoints Jade Warren as Market Coordinator and Darlene King, Market Manager and approves stipends of \$500.00 for each position for the 2022 Farmers Market. Payment shall be made upon Council approval.

City Council approves Administrative and Public Works Staff assistance to the Farmers Market as needed. Examples: Market documents updates, printing, website updates, set up/tear down of the Market and trailer transport.

**SUPPORTING DOCUMENTS ATTACHED:**

Resolution	Ordinance	Contract	Minutes	Plan Map

Other:

**THIRD AMENDED  
NOWTHEN FARMERS MARKET LEASE AGREEMENT**

**THIS AGREEMENT** entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between the **City of Nowthen**, a municipal corporation under the laws of the State of Minnesota, the "City", and **Rademacher Family Partnership, LLLP**, the "Property Owner".

**WITNESSETH:**

**WHEREAS**, the City wishes to lease vacant land owned by Property Owner for use as a City sponsored farmers market and the property owner desires to lease said land for this event; and

**WHEREAS**, the City and the property Owner want to memorialize their agreement and understanding relating to the rental of the property for use as a farmers market on the property identified herein.

**NOW, THEREFORE, IT IS HEREBY AND HEREIN MUTUALLY AGREED**, in consideration of each party's promises and considerations herein set forth, as follows:

1. **Purpose.** The purpose of this Agreement permits the City non-exclusive use of the land owned by property owner located at **8023 Viking Blvd. NW, Nowthen, MN 55303** and **19726 Nowthen Blvd. NW, Nowthen, MN 55303** for the purpose of holding a farmers market on Thursdays from 1:00 p.m. to 8:00 p.m. during the months of June to September of each year during the term of this Agreement.
2. **Rent.** The land will be leased by property owner to the City at the rate of \$1 per year.
3. **Rental Period.** The rental period shall commence on the execution of this Agreement by the parties and extend until either party revokes this Agreement by presenting written notice to the other party. This Agreement shall be considered terminated effective thirty (30) business days after mailing of the written notice to the other party.
4. **Clean Up.** The City is responsible for cleaning the property after each farmers market and must return the property to at least the same condition it was in before the event.
5. **Authority to Enter into Agreement.** By their signature below, each party hereby acknowledges that they are authorized to enter into this Agreement and bind their respective entities to the terms and conditions herein. Additionally by its signature below, the property owner acknowledges that they have read this Agreement, fully understands the terms and conditions contained herein and voluntarily accepts the terms and conditions and expressly waives any claim that this Agreement is not fairly and knowingly made.
6. **Waivers and Insurance Certificate.** The City shall require that each participating farmers market vendor sign the waiver attached hereto as Exhibit A as a condition of participating in the event. Further, the City shall also require that each participating vendor provide the City with a certificate of insurance listing property owner as an additional insured on his or her policy.



7. **Removal of Sign Facing.** Within sixty (60) days of the termination of this Agreement, Property Owner shall cover, or cause to be removed from the sign on the subject property all references to the Farmer's Market and to the specific business names that sponsor the Farmer's Market by virtue of monetary support or other donations.
8. **General Provisions.** This Agreement shall have the following general provisions:
- a. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the parties and contains the entire agreement.
  - b. **Amendments.** Any modification or amendment to this Agreement shall require a written agreement signed by all parties.
  - c. **Notice.** Any notice, statement or other written documents required to be given under this Agreement shall be considered served and received if delivered personally to the other party, or if deposited in the U.S. First Class mail, postage prepaid, as follows:
 

Rademacher Family Partnership, LLLP. Attn: Grant Rademacher 14021 Round Lake Blvd. Andover, MN 55304	City of Nowthen City Administrator 8188 199 <sup>th</sup> Avenue NW Nowthen, MN 55330
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  - d. **Captions.** Captions or headings contained in this Agreement are included for convenience only and form no part of this Agreement between the parties.
  - e. **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.
  - f. **Savings Clause.** If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of this Agreement will remain in full force and effect.
  - g. **Successors and Assigns.** Neither party shall have any right to assign, transfer, or sublet its interest or obligations hereunder without the written consent of the other party.
  - h. **Interpretation.** The laws of the State of Minnesota will govern as to the interpretation, validity, and effect of this Agreement.

IN WITNESS, the parties hereto have executed this Agreement the day and year first above stated.

**CITY OF NOWTHEN**

**RADEMACHER FAMILY PARTNERSHIP,  
 LLLP**

\_\_\_\_\_  
 Jeff Pilon, Mayor

\_\_\_\_\_  
 Limited Partner

\_\_\_\_\_  
 Scott Lehner, Administrator



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



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

## RESOLUTION No. 2023-XX

### A RESOLUTION ACKNOWLEDGING INTENTION TO SUPPORT THE NOWTHEN FARMERS MARKET THROUGH CONTRIBUTIONS OF FUNDS AND STAFF ASSISTANCE.

**WHEREAS**, the Farmers Market is primarily funded using vendor rental fees and is organized and staffed by volunteers and;

**WHEREAS**, the City of Nowthen fully supports the Nowthen Farmers Market and the volunteers and vendors who make the Market possible; and;

**WHEREAS**, the City Council wishes to thank the many guests who continue to support the Nowthen Farmers Market and;

**WHEREAS**, the City of Nowthen, when needed, wishes to continue to support the Nowthen Farmers Market through the contribution of funds and staff assistance 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. Authorizes the expenditure of \$1,000.00 as stipends for the 2023 Farmers Market Management positions.

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

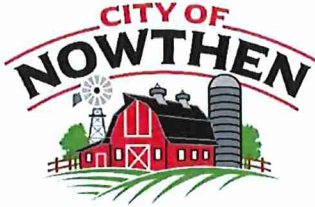
And the following voted against the same:

Passed and adopted by the Nowthen City Council this 14th day of February 2023.

CITY OF NOWTHEN

\_\_\_\_\_  
By: JEFFREY M. PILON  
Its Mayor

ATTEST \_\_\_\_\_  
By: SCOTT LEHNER  
Its City Administrator



## REQUEST FOR COUNCIL ACTION

Agenda Item: 4D	Department: Administration	Requested Council Meeting Date: February 14, 2023	Submitted By: Scott Lehner, City Administrator
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**TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-XX AUTHORIZING THE HIRE OF AMY HANSON AS THE SECOND PART-TIME RECYCLE CENTER ATTENDANT**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:**

The City of Nowthen’s recycling center has been unstaffed for nearly 5 months. We have interviewed 3 candidates. Robert Keto was unable to accept the position due to personal health matters. We would like to move forward with our third candidate Amy Hanson.

We have received the background check for Amy Hanson. The Administration recommends to move forward and offer the position to her with a start date of February 15, 2023. Wages to start at \$15.00 per hour and 32 hours per week total.

With the hiring of a second attendant, the city can move forward with the new recycling hours promised to our residents: Tuesday and Thursday 11:00—7:00 pm, Wednesday and Friday 11:00—5:00 pm with Saturday hours being 8:00am-12:00pm.

This position is part-time and does not qualify for employee benefits, other than the required PERA contributions.

**SOURCE OF FUNDING: 603-43220-103, our recycling budget.**

**REQUESTED COUNCIL ACTION:** Motion and second to approve the hire of Amy Hanson as the second recycling center attendant at \$15.00 per hour noting that this position does qualify for PERA.

**SUPPORTING DOCUMENTS ATTACHED:**

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

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



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

## RESOLUTION No. 2023-XX

### A RESOLUTION AUTHORIZING THE HIRE OF AMY HANSON AS THE SECOND PART-TIME RECYCLE CENTER ATTENDANT.

**WHEREAS**, the City of Nowthen operates a recycling center and has been without an attendant for 5 months, and;

**WHEREAS**, we had 5 applicants and we interviewed 3 of them. Robert Keto was unable to accept the job due to personal health matters. Amy Hanson is the other candidate we interviewed and is also well qualified for the position of Recycle Center Attendant. She has shown great interest in the position, and;

**WHEREAS**, the Administrator is recommending hiring Amy Hanson to share 32 hours of part-time work with Christie Wall, our other new Recycle Center Attendant, at the rate of \$15.00 per hour.

**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. Administrator Lehner to offer the position to Amy Hanson. The wages for this position are accounted for in the current budget.
3. The position does not qualify for employee benefits other than the required PERA contribution.
4. She will be paid \$15.00 per hour and the total hours between the two is 32 hrs. per week. The hours of operation are as follows: Tuesdays and Thursdays 11:00-7:00 pm, Wednesdays and Fridays 11:00-5:00 pm and Saturdays 8:00 am-12:00 pm.

The motion for the adoption of the foregoing resolution was by Council Member \_\_\_\_\_ and was duly seconded by Council Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 14th day of February, 2023.

CITY OF NOWTHEN

\_\_\_\_\_  
By: JEFFREY M. PILON  
Its Mayor

\_\_\_\_\_  
ATTEST  
By: SCOTT LEHNER  
Its City Administrator





## REQUEST FOR COUNCIL ACTION

Agenda Item: 4E	Department: Administration	Requested Council Meeting Date: February 14, 2023	Submitted By: Administrator Lehner
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**TITLE OF ISSUE: APPROVAL OF RESOLUTON 2023-XX APPROVING CONTINUING EDUCATION FOR DEPUTY CLERK JOHNSON.**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** Continuing education is vital to improving the city staff. International Institute of Municipal Clerks (IIMC) was held Jan 27-28, 2023, Region VI offers leadership training for clerks, \$100 plus hotel of \$160.00 plus taxes and fees, which Deputy Clerk attended, and Minnesota Municipal Clerks and Finance Officer Association (MCFOA) is holding its annual conference March 21-24, 2023, in St. Cloud, MN. This conference offers many training and networking opportunities for Deputy Clerk Johnson. Registration is \$380 before February 21, 2023. Plus, hotel cost of \$369.00.

**SOURCE OF FUNDING:100-41420-435 Training**

**REQUESTED COUNCIL ACTION:** Motion and second to approve Resolution 2023-XX, approving expenditures for Deputy Clerk Johnson's attendance to the IIMC training at a cost of \$260 plus taxes, fees & mileage, and not included meals and for Deputy Clerk Johnson to attend the MCFOA conference March 21-24, 2023, with a cost of \$749 plus mileage and not included meals.

**SUPPORTING DOCUMENTS ATTACHED:**

Resolution	Ordinance	Contract	Minutes	Plan Map
X				



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



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

## RESOLUTION No. 2023-XX

### A RESOLUTION APPROVING CONTINUING EDUCATION FOR DEPUTY CLERK JOHNSON.

**WHEREAS**, continuing education is vital to improving the city staff and;

**WHEREAS**, Deputy Clerk Johnson attended a leadership training conference offered by the International Institute of Municipal Clerks (IIMC) on January 27 – 28, 2023 and;

**WHEREAS**, the Minnesota Municipal Clerks and Finance Officer Association (MCFOA) is holding an annual conference March 21 – 24, 2023 and;

**WHEREAS**, Deputy Clerk Johnson has approval for attending of the IIMC conference. Deputy Clerk Johnson has approval to attend the MCFOA conference.

**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. Council approves the expenditure of leadership training conference January 27-28, 2023.
3. Council approval is given to Deputy Clerk Johnson to attend these conferences.
4. Authorization is given for the various expenditures of hotel costs with fees and taxes, registration fees, meals not included and mileage as specified in the RCA dated 2-14-23.

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

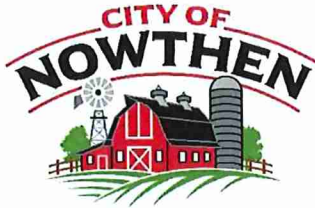
And the following voted against the same:

Passed and adopted by the Nowthen City Council this 14th day of February 2023.

CITY OF NOWTHEN

\_\_\_\_\_  
By: JEFFREY M. PILON  
Its Mayor

\_\_\_\_\_  
ATTEST  
By: SCOTT LEHNER  
Its City Administrator



## REQUEST FOR COUNCIL ACTION

Agenda Item: 4F	Department: Administration	Requested Council Meeting Date: February 14, 2023	Submitted By: Scott Lehner, City Administrator
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**TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-XX ACCEPTING A DONATION FROM THE ELK RIVER YOUTH HOCKEY ASSOCIATION (ERYHA) IN THE AMOUNT OF \$9,136.97.**

**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 \$9,136.97 donation will be ERYHA's 4<sup>th</sup> Quarter 2022 donation to the City of Nowthen.

In 2022, the City of Nowthen received donations in the amounts of \$8,891.47 for the 1<sup>st</sup> Quarter; \$5,160.65 for the 2<sup>nd</sup> Quarter, and \$8,258.65 for the 3<sup>rd</sup> Quarter. ERYHA has now sent us a 4<sup>th</sup> Quarter donation in the amount of \$9,136.97.

Accepting these funds will bring the 2022 Contributions into Fund 100-36230 to **\$31,447.74.**

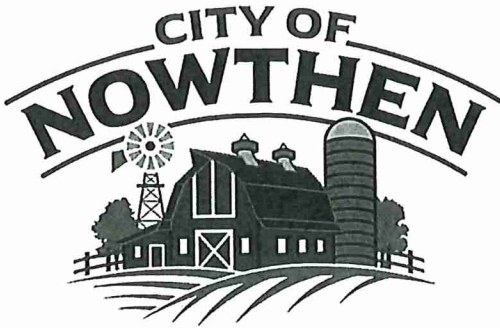
**SOURCE OF FUNDING: NONE**

**REQUESTED COUNCIL ACTION:** Motion and second to approve Resolution 2023-XX, accepting a donation from ERYHA in the amount of \$9,136.97.

**SUPPORTING DOCUMENTS ATTACHED:**

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

3F



# Receipt of Transaction

Date: 1/30/2023

Received of: Elk River Youth Hockey Association

Total of Payment: \$9136.97

Payment Method: CH # 17721

Description: 4<sup>th</sup> Quarter Donation to the City of Nowthen

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED

**ELK RIVER YOUTH HOCKEY ASSN.**  
1000 SCHOOL ST. NW  
ELK RIVER, MN 55330

**First Bank**  
www.ElkRiver.bank  
(763) 241-3637  
75-384/919

DATE 1-26-23

PAY TO THE ORDER OF City of Nowthen \$ 9,136.97

Nine thousand one hundred thirty-six dollars 97/100 DOLLARS

FOR 4<sup>th</sup> Qtr

*Desiree Hill*

Details on back Security Features



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



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

## RESOLUTION No. 2023-XX

### A RESOLUTION ACCEPTING A DONATION FROM THE ELK RIVER YOUTH HOCKEY ASSOCIATION (ERYHA) IN THE AMOUNT OF \$9,136.97

**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 received donations for the 1<sup>st</sup> Quarter in the amount of \$8,891.47, the 2<sup>nd</sup> Quarter in the amount of \$5,160.65, the 3<sup>rd</sup> Quarter donation in the amount of \$8,258.65 and the 4<sup>th</sup> Quarter in the amount of \$9,136.97 and;

**WHEREAS**, the \$9,136.97 donation will be ERYHA's 4<sup>th</sup> Quarter donation, bringing the 2022 contributions to fund 100-36230 to **\$31,447.74**.

**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 4<sup>th</sup> Quarter donation of \$9,136.97 from the ERYHA.
3. The city thanks the generosity of the ERYHA.
4. Deposit into 100-36230 – Contributions & Donations.

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

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 14th day of February 2023.

CITY OF NOWTHEN

\_\_\_\_\_  
By: JEFFREY M. PILON  
Its Mayor

ATTEST \_\_\_\_\_  
By: SCOTT LEHNER  
Its City Administrator





## REQUEST FOR COUNCIL ACTION

Agenda Item: 4G	Department: Administration	Requested Council Meeting Date: February 14, 2023	Submitted By: Scott Lehner, City Administrator
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**TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-XX AUTHORIZING FURTHER EDUCATION FOR COUNCIL MEMBER SHANNI FLADEBO THROUGH THE LEAGUE OF MINNESOTA CITIES TO ATTEND THE PLYMOUTH COHORT FEBRUARY 24 – 25, 2023 WITH A FEE OF \$350.00 AND MILEAGE.**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** The League of MN Cities offers the 2023 Elected Leaders Institute: Foundational Program for newly elected officials. This program will help newly elected leaders learn the roles of and tips on being an elected official.

**SOURCE OF FUNDING: 100-41110-435 Training**

**REQUESTED COUNCIL ACTION:** Motion and second to approve further education for Council Member Fladebo attend Plymouth Cohort February 24 – 25, 2023 with a fee of \$350.00 and mileage.

**SUPPORTING DOCUMENTS ATTACHED:**

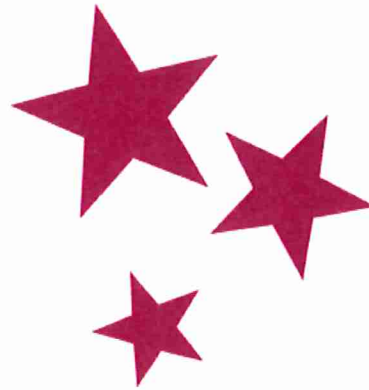
Resolution	Ordinance	Contract	Minutes	Plan Map
X				

## Plymouth Cohort

This blended learning program combines elements of self-paced, on-demand online learning with in-person classroom-based learning.

### On-Demand MemberLearn Courses Open on Wednesday, Feb. 1

Learners should complete the following courses ahead of attending the in-person portion of the program which begins on Feb. 24. *Note: These courses do not expire and will be accessible to participants indefinitely.*



#### Courses Opening on Feb. 1:

- Welcome and Overview (Approx. 10 minutes)
- City Structure and Roles (Approx. 60 minutes)
- Open Meeting Law (Approx. 30 minutes)

#### Courses Opening on Feb. 8:

- Public Finance 101 and 201 (Approx. 30 minutes)
- Legal Landscape for Elected Officials (Approx. 60 minutes)

#### Courses Opening on Feb. 15:

- Personnel Management (Approx. 20 minutes)
- Communicating for Community Engagement (Approx. 20 minutes)

The in-person sessions on Friday, Feb. 24 – Saturday, Feb. 25 will be held at the Crowne Plaza Minneapolis West

In-person agenda subject to  
change  
Plymouth Cohort Agenda (doc)

Friday, Feb. 24

**10:30 a.m.**

Welcome and Check-in

**11 a.m.**

Greeting from Host City

**11:05 a.m.**

Welcome and overview of program

*Ron Johnson, LMC Board President and Council Member in Bemidji; Adriana Temali, Learning Manager, League of Minnesota Cities*

**11:15 a.m.**

Elected Leadership: An Invitation to Make a Positive Difference

*Dave Unmacht, Executive Director, League of Minnesota Cities*

**12 p.m.**

Lunch

**1 p.m.**

Good Governance and Open Meeting Law

*Amber Eisenschenk, Research Manager, League of Minnesota Cities*

*Please note: this session builds on information learned in the Open Meeting Law MemberLearn course.*

*It is recommended that you complete the course in MemberLearn ahead of this session.*

**2:15 p.m.**

Break

**2:30 p.m.**

Public Finance in Context

*Lisa Sova, Assistant Finance Director – Outreach, League of Minnesota Cities*

*Please note: this session builds on information learned in the Finance 101 and 201 MemberLearn courses. It is recommended that you complete the course in MemberLearn ahead of this session.*

**3:45 p.m.**

Break

**4 p.m.**

Advocacy at the Capitol

*Daniel Lightfoot, Intergovernmental Relations Representative, League of Minnesota Cities*

**4:30 p.m.**

Social Time

**5:30 p.m.**

Dinner and remarks from League Leadership and event sponsors

Saturday, Feb. 25

**8 a.m.**

Continental Breakfast

**8:30 a.m.**

Risk and Legal Obligations for Cities in Context

*Patricia Beety, General Counsel, League of Minnesota Cities*

*Please note: This session builds on information learned during the Risk and Legal Obligations MemberLearn course. It is recommended that you complete the course in MemberLearn ahead of this session.*

**9:45 a.m.**

Break

**10 a.m.**

Elected Leaders Panel

*Moderator: Luke Fischer, Deputy Director, League of Minnesota Cities*

*Panel will consist of elected and appointed officials from the League's Board of Directors and surrounding area.*

**11 a.m.**

The Power of Purpose

*Jamie Fischer, Director of Training, Ethical Leaders in Action*

**12 p.m.**

Closing Remarks and Adjourn

## Fee

\$350

## Hotel Information

Crowne Plaza Minneapolis West

3131 Campus Drive

Plymouth, MN 55441

Phone: (763) 559-6600

Link to map: <https://goo.gl/maps/QxfeKaLDaiZBiz699>

Room rate: \$114

Please contact the hotel directly to make your room reservations. To receive the special room rate, ask for the "League of Minnesota Cities" group block when making reservations. *Make your reservations by Feb. 3, 2023 to take advantage of the conference rate.*

Check in time: 3 p.m.

Check out time: 12 p.m.

## Cancellation Policy

If you are no longer able to participate in the program before the program start date of Feb. 1 we are able to offer you a full refund.



Cancellations must be received via email to [registration@lmc.org](mailto:registration@lmc.org) on or before 8 a.m. on Feb. 1, 2023.

After Feb. 1 we are able to offer cancellations only for the in-person part of the program, and you will be charged a \$99 cancellation fee. You will still have access to the online, on-demand courses as part of the program.

Please email [registration@lmc.org](mailto:registration@lmc.org) with any questions.

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



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

## RESOLUTION No. 2023-XX

### A RESOLUTION APPROVING FURTHER EDUCATION FOR COUNCIL MEMBER FLADEBO.

**WHEREAS**, further education is vital for helping new Council members and;

**WHEREAS**, the League of Minnesota Cities (LMC) is offering the 2023 Elected Leaders Institute: Foundational Program for newly elected officials and;

**WHEREAS**, Council Member Fladebo will attend the Plymouth Cohort organized by the LMC to learn the roles of and tips on being an elected official.

**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. Council approval is given for Council Member Fladebo to attend the Plymouth Cohort.
3. Authorization is given for the fee expenditure of \$350.00.

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

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 14<sup>th</sup> day of February, 2023.

CITY OF NOWTHEN

\_\_\_\_\_  
By: JEFFREY M. PILON  
Its Mayor

ATTEST \_\_\_\_\_  
By: SCOTT LEHNER  
Its City Administrator

## Memorandum

**Date:** 2/14/22  
**To:** Mayor and Councilmembers and City Administrator  
**From:** Lori Yager – RTY Consulting  
**RE:** December 2022 Financial Report

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Attached are financial reports for the period ending December 31, 2022 along with some comparative information. The reports are before some accruals. They are expected to change slightly after the year-end audit. After **brief** analysis, some general comments can be made regarding the quarterly reports for the city.

### GENERAL FUND REVENUES

General fund revenues are down less than (1%) over 2021. Most revenue categories are down except property tax revenues which are up 10%, charges for services are up 2%, fines & forfeitures are up 6%, interest earnings are up over 300% compared to 2021.

### GENERAL FUND EXPENDITURES

General fund expenditures are up 23% or \$369,000 over last year. All departments are under the amended 2022 budget amounts. The city used 93% of its amended budget in 2022. Although all departments are under amended budget amounts, some experienced much higher expenditures in 2022 compared to 2021. Administration expenditures are up \$195,000 because of the temporary administrator position, accounting assistance and professional hiring process for the City Administrator position. Sheriff expenditures are up \$64,000 because of more hours spent in the city through negotiations in 2021. Parks is up \$50,000 for a new well. Public Works expenditures are up \$46,000 because of rising costs of street supplies and materials.

Looking at specific categories, Personal Services are up 14% or \$59,000. Professional Services are up \$193,000 primarily associated with the Interim City Administrator, Engineering and increased legal expenditures. Utilities/maintenance expenditures are up about \$44,000. Increases in operating costs and timing of purchases is the primary cause of this increase.

Three out of the last four years the city consistently added to the fund balance because of excess revenues over expenditures. The city received American Rescue Plan grant funds in 2021 and 2022, which will need to be appropriated by December 31<sup>st</sup>, 2024.

#### OTHER GOVERNMENTAL FUNDS

The City is currently using reserves in Debt Service, Road and Bridge Improvement, Building Improvement and Equipment funds for debt payments and capital improvements and equipment purchases.

#### RECYCLING FUNDS

The City Recycling funds reflect a larger operating income this year compared to previous years. County grant funds have not been applied for and are anticipated very soon. The grant funds anticipated are reflected in this statement.

#### GENERAL COMMENTS

Total cash and investments are down about \$1.9 million compared to 2021. The city continues to spend down its reserves as planned. Returns on investments have improved greatly.



CITY OF NOWTHEN

**2022 FINANCIAL REPORT - DECEMBER  
BUDGET TO ACTUAL  
GENERAL FUND**

Year To Date 12 Months 100% of Year

	Original 2022 Budget	Amended 2022 Budget	Actual Year to Date	Percentage Received/ Expended 2022
<u>Revenues</u>				
Property Taxes	\$ 1,637,410	\$ 1,637,410	\$ 1,625,808	99.29%
Licenses and Permits	104,705	104,705	133,209	127.22%
Intergovernmental Revenue	54,305	313,305	329,167	105.06%
Planning & Zoning Fees	90,000	90,000	94,301	104.78%
Charges for Services	24,995	24,995	29,023	116.12%
Fines and Forfeitures	9,300	9,300	9,102	97.87%
Interest Earnings	3,200	3,200	14,766	461.44%
Other Miscellaneous	9,500	9,500	35,115	369.63%
<b>Total</b>	<b>\$ 1,933,415</b>	<b>\$ 2,192,415</b>	<b>\$ 2,270,491</b>	<b>103.56%</b>
<u>Expenditures</u>				
Mayor/Council	\$ 30,570	\$ 30,570	\$ 29,018	94.92%
City Clerk/Finance	259,300	409,050	408,882	99.96%
Elections	13,475	14,725	14,696	99.80%
Accounting/Assessing	49,050	51,550	51,156	99.24%
Legal	67,500	91,500	90,867	99.31%
General Govt Building	126,775	153,275	151,473	98.82%
Planning & Zoning	61,500	68,500	66,432	96.98%
Engineering	40,900	58,900	57,588	97.77%
Sheriff	373,985	373,985	312,829	83.65%
Fire	288,625	288,625	226,420	78.45%
Building Inspection	100,075	130,075	129,442	99.51%
Public Works	390,660	390,660	385,181	98.60%
Farmer's Market	2,500	2,500	1,330	53.20%
Park Maintenance	46,000	96,000	86,297	89.89%
Upper Rum River Watershed	10,000	10,000	4,688	46.88%
Unallocated	0	0	0	
<b>Total</b>	<b>\$ 1,860,915</b>	<b>\$ 2,169,915</b>	<b>\$ 2,016,299</b>	<b>92.92%</b>
Net Transfers	72,500	72,500	72,500	100.00%
<b>Sources (Uses) of Fund Balance</b>	<b>\$0</b>	<b>(\$50,000)</b>	<b>\$181,692</b>	<b>363.38%</b>
Beginning Fund Balance	1,251,256		1,251,256	
<b>Ending Fund Balance</b>	<b>\$1,251,256</b>		<b>1,432,948</b>	<b>114.52%</b>

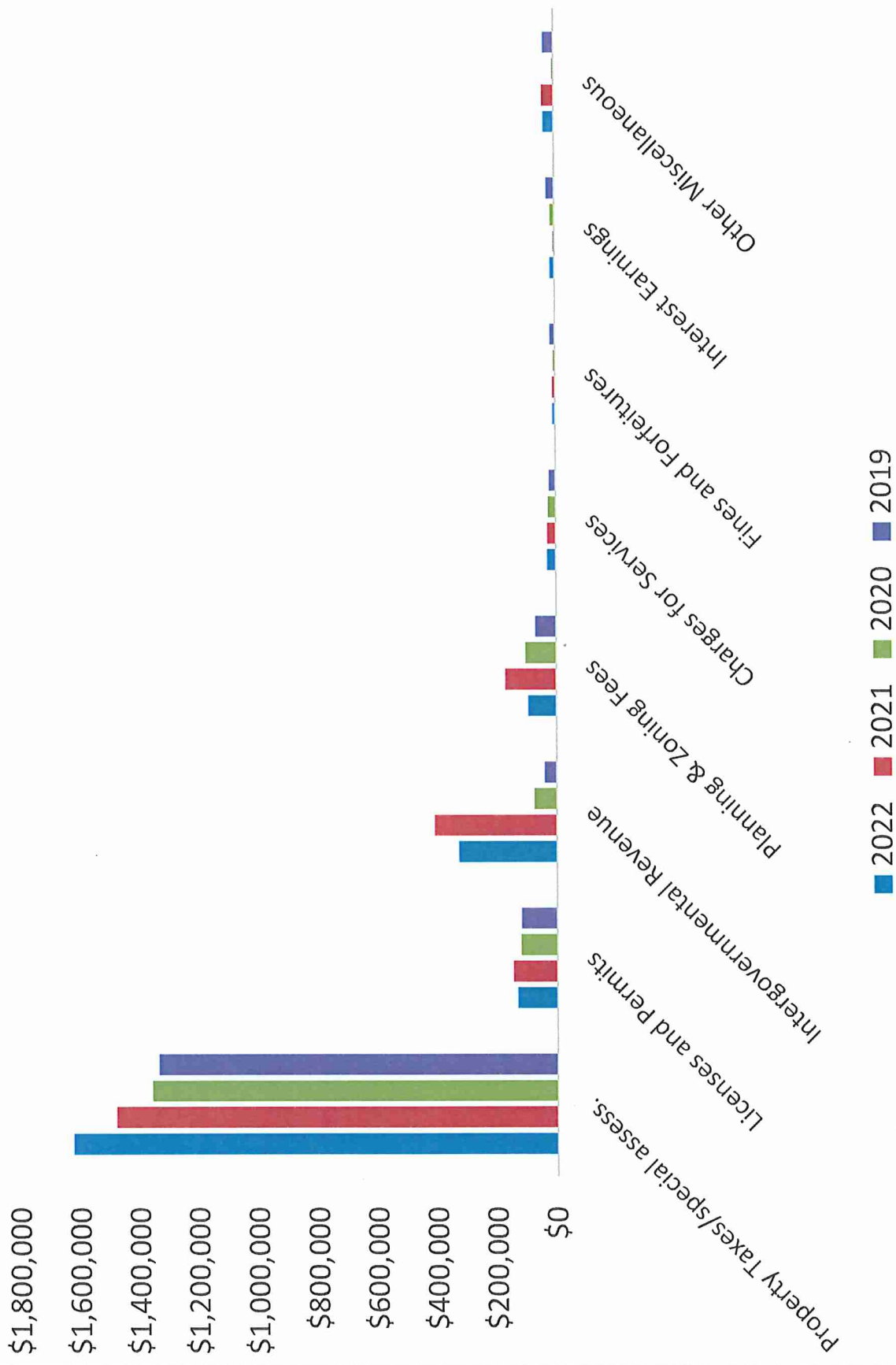
## CITY OF NOWTHEN

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

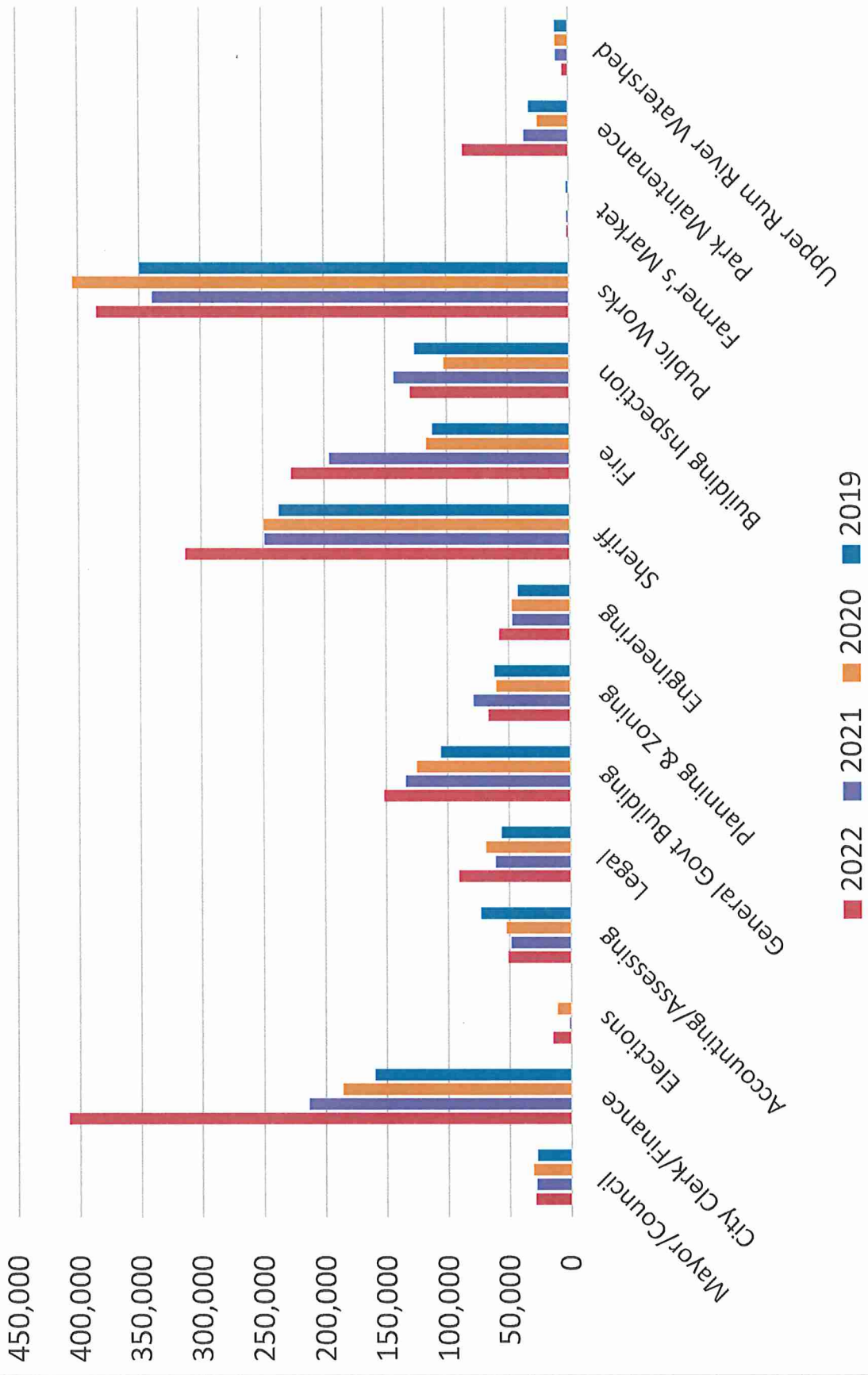
## GENERAL FUND

	2022	2021	2020	2019
<b>Revenues</b>				
Property Taxes/special assess.	\$1,625,808	\$1,481,684	\$1,359,585	\$1,337,582
Licenses and Permits	133,209	148,083	121,128	119,267
Intergovernmental Revenue	329,167	409,671	74,669	39,526
Planning & Zoning Fees	94,301	171,176	103,352	69,673
Charges for Services	29,023	28,457	25,607	21,021
Fines and Forfeitures	9,102	8,544	5,574	16,218
Interest Earnings	14,766	3,498	13,645	26,438
Other Miscellaneous	35,115	39,693	4,531	35,077
<b>Total</b>	<b>\$2,270,491</b>	<b>\$2,290,806</b>	<b>\$1,708,091</b>	<b>\$1,664,802</b>
<b>Expenditures</b>				
Mayor/Council	29,018	\$28,223	\$30,853	\$27,599
City Clerk/Finance	408,882	213,653	185,911	159,797
Elections	14,696	1,030	11,093	0
Accounting/Assessing	51,156	48,692	52,441	73,107
Legal	90,867	61,137	68,690	56,253
General Govt Building	151,473	134,053	124,967	105,440
Planning & Zoning	66,432	78,563	59,845	61,609
Engineering	57,588	46,789	47,225	42,171
Sheriff	312,829	248,607	249,080	236,561
Fire	226,420	195,513	116,593	111,650
Building Inspection	129,442	142,586	102,254	125,744
Public Works	385,181	339,129	404,402	349,592
Farmer's Market	1,330	1,270	540	1,688
Park Maintenance	86,297	36,063	24,788	32,115
Upper Rum River Watershed	4,688	9,572	10,161	10,539
Unallocated	0	0	0	9,284
<b>Total</b>	<b>\$2,016,299</b>	<b>\$1,584,880</b>	<b>\$1,488,843</b>	<b>\$1,403,149</b>
<b>Transfers Out</b>	<b>72,500</b>	<b>107,500</b>	<b>187,500</b>	<b>353,370</b>
<b>Sources (Uses) of Fund Balance</b>	<b>\$181,692</b>	<b>\$598,426</b>	<b>\$31,748</b>	<b>(\$91,717)</b>

# Revenue



# Expenditures by Department





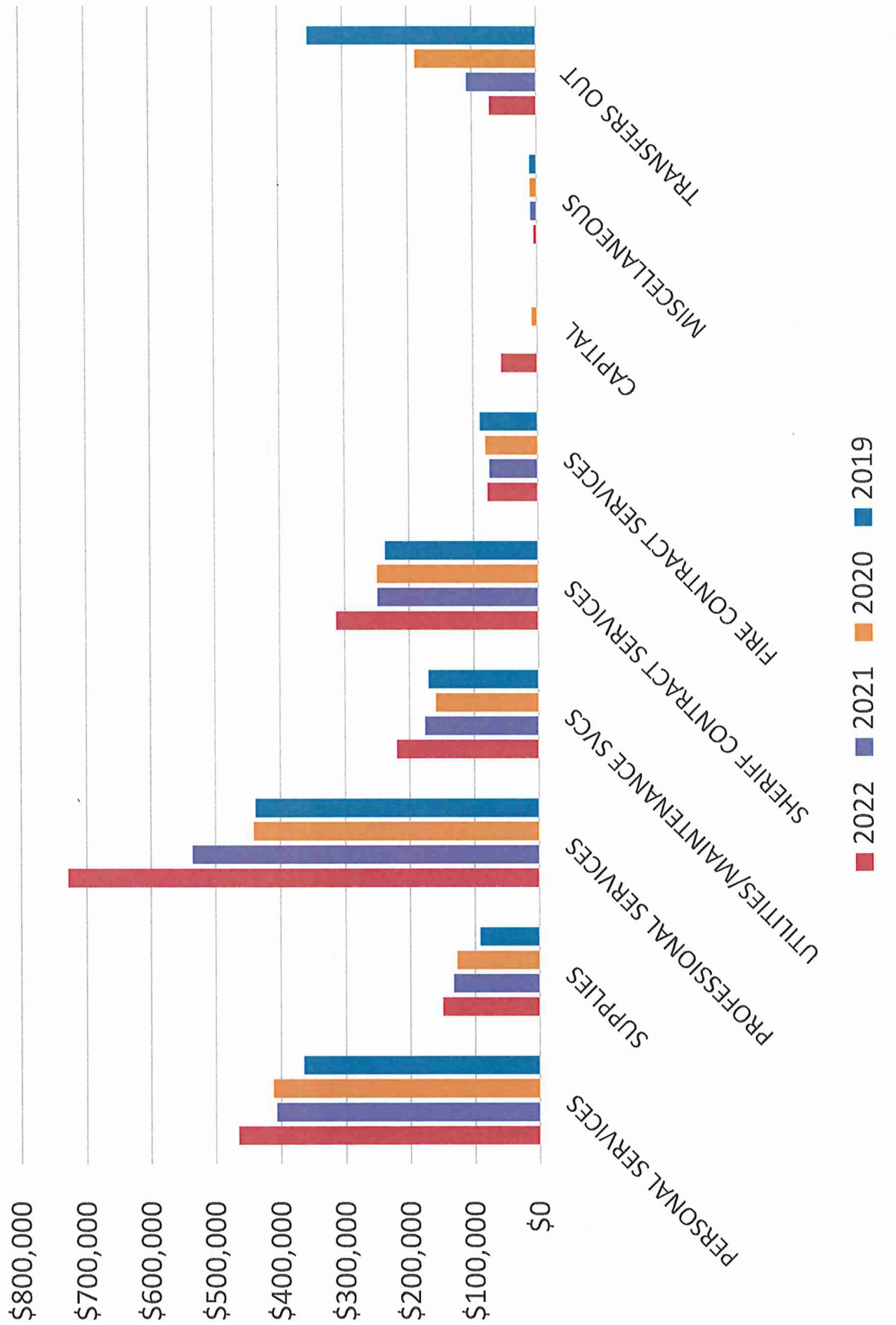
## CITY OF NOWTHEN

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

## GENERAL FUND

	2022	2021	2020	2019
<b>Revenues</b>				
Property Taxes	\$1,625,808	\$1,481,684	\$1,359,585	\$1,337,582
Licenses and Permits	133,209	\$148,083	\$121,128	\$119,267
Intergovernmental Revenue	329,167	\$409,671	\$74,669	\$39,526
Planning & Zoning Fees	94,301	\$171,176	\$103,352	\$69,673
Charges for Services	29,023	\$28,457	\$25,607	\$21,021
Fines and Forfeitures	9,102	\$8,544	\$5,574	\$16,218
Interest Earnings	14,766	\$3,498	\$13,645	\$26,438
Other Miscellaneous	35,115	\$39,693	\$4,531	\$35,077
<b>Total</b>	<b>\$2,270,491</b>	<b>\$2,290,806</b>	<b>\$1,708,091</b>	<b>\$1,664,802</b>
<b>Expenditures</b>				
PERSONAL SERVICES	\$466,033	\$407,209	\$412,359	\$365,450
SUPPLIES	150,428	133,222	127,563	91,880
PROFESSIONAL SERVICES	728,648	535,419	441,347	438,775
UTILITIES/MAINTENANCE SVCS	219,572	175,782	159,351	170,788
SHERIFF CONTRACT SERVICES	312,829	248,607	249,080	236,561
FIRE CONTRACT SERVICES	77,922	75,069	80,899	89,156
CAPITAL	56,179	0	8,083	0
MISCELLANEOUS	4,688	9,572	10,161	10,539
TRANSFERS OUT	72,500	107,500	187,500	353,370
<b>Total</b>	<b>\$2,088,799</b>	<b>\$1,692,380</b>	<b>\$1,676,343</b>	<b>\$1,756,519</b>
Sources of Fund Balance	\$181,692	\$598,426	\$31,748	(\$91,717)

# Expenditures by Category



CITY OF NOWTHEN

FOUR YEAR COMPARATIVE FINANCIAL REPORT WITH BUDGET  
FOR THE PERIOD ENDING DECEMBER 31, 20XX

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual	Percent Received/ Expended 2022
<b>Basalt St. Debt Service</b>						
<b>Revenues</b>						
Taxes	2,651	-	-	-	-	
Special Assessments	2,611	-	-	-	-	
Interest earnings	-	10	-	-	-	
Transfers in	9,730	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>14,992</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Expenditures</b>						
Principal & interest	13,730	-	-	-	-	
Transfer out	-	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>13,730</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Changes in Fund Balance	1,262	10	-	-	-	
Ending Fund Balance	1,056	1,066	1,066	1,066	1,066	
<b>Grader Debt Service</b>						
<b>Revenues</b>						
Taxes	29,313	26,189	26,159	-	-	
Interest earnings	-	26	-	-	-	
<b>TOTAL REVENUES</b>	<b>29,313</b>	<b>26,215</b>	<b>26,159</b>	<b>-</b>	<b>-</b>	
<b>Expenditures</b>						
Principal & interest	28,511	28,705	28,868	-	-	
Changes in Fund Balance	802	(2,490)	(2,709)	-	-	
Ending Fund Balance	6,638	4,148	1,439	1439	1,439	

CITY OF NOWTHEN

FOUR YEAR COMPARATIVE FINANCIAL REPORT WITH BUDGET  
FOR THE PERIOD ENDING DECEMBER 31, 20XX

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual	Percent Received/ Expended 2022
<b>2012A Refunding Bond</b>						
<b>Revenues</b>						
Taxes	88,542	79,063	70,428	-	-	
Interest earnings	-	143	-	-	-	
TOTAL REVENUES	88,542	79,206	70,428	-	-	
<b>Expenditures</b>						
County fees	-	-	-	-	-	
Principal & interest	85,700	85,050	82,500	85,850	85,850	100.00%
Fiscal agent fees	475	25	775	450	3,750	833.33%
TOTAL EXPENDITURES	86,175	85,075	83,275	86,300	89,600	103.82%
Changes in Fund Balance	2,367	(5,869)	(12,847)	(86,300)	(89,600)	
Ending Fund Balance	108,520	102,651	89,804		204	
<b>Fire Engine Debt</b>						
<b>Revenues</b>						
Taxes	22,885	20,754	20,626	18,500	17,883	96.66%
Interest earnings	-	66	-	55	-	0.00%
TOTAL REVENUES	22,885	20,820	20,626	18,555	17,883	96.38%
<b>Expenditures</b>						
Principal & interest	22,187	21,701	21,215	20,730	20,729	100.00%
TOTAL EXPENDITURES	22,187	21,701	21,215	20,730	20,729	100.00%
Changes in Fund Balance	698	(881)	(589)	(2,175)	(2,846)	
Ending Fund Balance	25,736	24,855	24,266	21,862	21,420	



CITY OF NOWTHEN

FOUR YEAR COMPARATIVE FINANCIAL REPORT WITH BUDGET  
FOR THE PERIOD ENDING DECEMBER 31, 20XX

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual	Percent Received/ Expended 2022
<b>2019A Improvement Bonds</b>						
<b>Revenues</b>						
Taxes	-	64,198	63,391	62,800	60,711	96.67%
Special Assessments	226,185	56,197	51,924	49,275	53,321	108.21%
Interest earnings	-	2,591	-	1,000	-	0.00%
Transfer In (road improvement)	-	85,901	-	-	-	
<b>TOTAL REVENUES</b>	<b>226,185</b>	<b>208,887</b>	<b>115,315</b>	<b>113,075</b>	<b>114,032</b>	<b>100.85%</b>
<b>Expenditures</b>						
County Fees	-	-	-	1,000	-	0.00%
Principal & interest	-	37,194	133,450	130,750	130,750	100.00%
Fiscal agent fees	-	-	475	475	3,100	652.63%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>37,194</b>	<b>133,925</b>	<b>132,225</b>	<b>133,850</b>	<b>101.23%</b>
Changes in Fund Balance	226,185	171,693	(18,610)	(19,150)	(19,818)	
Ending Fund Balance	226,185	397,878	379,268	270,245	359,450	
<b>2021A Improvement Bonds</b>						
<b>Revenues</b>						
Taxes	-	-	-	-	-	
Special Assessments	-	-	189,178	78,500	65,008	82.81%
Interest earnings	-	-	25	750	4,229	563.87%
Transfer In	-	-	-	-	6,917	
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>189,203</b>	<b>79,250</b>	<b>76,154</b>	<b>96.09%</b>
<b>Expenditures</b>						
County Fees	-	-	-	450	-	0.00%
Principal & interest	-	-	-	16,050	37,951	236.45%
Fiscal agent fees	-	-	-	475	850	178.95%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,975</b>	<b>38,801</b>	<b>228.58%</b>
Changes in Fund Balance	-	-	189,203	62,275	37,353	
Ending Fund Balance	-	-	189,203	-	226,556	

CITY OF NOWTHEN

FOUR YEAR COMPARATIVE FINANCIAL REPORT WITH BUDGET  
FOR THE PERIOD ENDING DECEMBER 31, 20XX

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual	Percent Received/ Expended 2022
<b>TOTAL DEBT</b>						
<b>Revenues</b>						
Taxes	143,391	190,204	180,604	81,300	78,594	96.67%
Special Assessments	228,796	56,197	241,102	127,775	118,329	92.61%
Interest earnings	-	2,836	25	1,805	4,229	234.29%
Transfer In	9,730	85,901	-	-	6,917	
<b>TOTAL REVENUES</b>	<b>372,187</b>	<b>335,138</b>	<b>421,731</b>	<b>210,880</b>	<b>208,069</b>	<b>98.67%</b>
<b>Expenditures</b>						
County Fees	-	-	-	1,450	-	0.00%
Principal & interest	150,128	172,650	266,033	253,380	275,280	108.64%
Fiscal agent fees	475	25	1,250	1,400	7,700	550.00%
Transfer out	-	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>150,603</b>	<b>172,675</b>	<b>267,283</b>	<b>256,230</b>	<b>282,980</b>	<b>110.44%</b>
Changes in Fund Balance	221,584	162,463	154,448	(107,625)	(74,911)	
<b>Ending Fund Balance</b>	<b>368,135</b>	<b>530,598</b>	<b>685,046</b>	<b>298,329</b>	<b>610,135</b>	

CITY OF NOWTHEN

FOUR YEAR COMPARATIVE FINANCIAL REPORT WITH BUDGET  
FOR THE PERIOD ENDING DECEMBER 31, 20XX

<b>CAPITAL</b>	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual	Percent Received/ Expended 2022
<b>Park Improvement</b>						
<b>Revenues</b>						
Park development fees	5,000	-	37,500	30,000	27,500	91.67%
Interest Earnings	1,941	908	-	500	-	0.00%
<b>TOTAL REVENUES</b>	<u>6,941</u>	<u>908</u>	<u>37,500</u>	<u>30,500</u>	<u>27,500</u>	<u>90.16%</u>
<b>Expenditures</b>						
Improvements	-	-	-	100,000	11,292	11.29%
<b>TOTAL EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>11,292</u>	<u>11.29%</u>
Changes in Fund Balance	6,941	908	37,500		16,208	
Ending Fund Balance	217,527	218,435	255,935		272,143	
				<b>Pickleball court (2)</b>		
				<b>50,000</b>		
				<b>Memorial Park improve</b>		
				<b>30,000</b>		
				<b>Disc golf - 9 holes</b>		
				<b>15,000</b>		
				<b>Swim beach improvement</b>		
				<b>5,000</b>		
				<b>Pavillion Improvements</b>	<b>11,292</b>	
<b>Building Improvement</b>						
<b>Revenues</b>						
Miscellaneous	4,215	17,920	-	-	-	
Interest Earnings	-	446	-	200	-	0.00%
Transfer In	-	125,000	35,000	25,000	-	0.00%
<b>TOTAL REVENUES</b>	<u>4,215</u>	<u>143,366</u>	<u>35,000</u>	<u>25,200</u>	<u>-</u>	<u>0.00%</u>
<b>Expenditures</b>						
Improvements	17,675	7,232	629	80,000	-	0.00%
Buildings & Structures	-	36,514	17,431	100,000	8,375	8.38%
<b>TOTAL EXPENDITURES</b>	<u>17,675</u>	<u>43,746</u>	<u>18,060</u>	<u>180,000</u>	<u>8,375</u>	<u>4.65%</u>
Changes in Fund Balance	(13,460)	99,620	16,940		(8,375)	
Ending Fund Balance	78,648	178,268	195,208		<b>186,833</b>	
				<b>New Well</b>		
				<b>80,000</b>		
				<b>Council Chamber improver</b>		
				<b>75,000</b>		
				<b>Concession Stand Door</b>		
				<b>10,000</b>		
				<b>Pavillion Improvements</b>		
				<b>15,000</b>		
				<b>North Country Const Remodel</b>	<b>8,375</b>	

CITY OF NOWTHEN

FOUR YEAR COMPARATIVE FINANCIAL REPORT WITH BUDGET  
FOR THE PERIOD ENDING DECEMBER 31, 20XX

<b>CAPITAL</b>	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual	Percent Received/ Expended 2022
<b>Road Improvement Fund</b>						
<b>Revenues</b>						
Special Assessments	5,438	111,040	29,916	5,440	9,147	168.14%
Interest Earnings	2,080	12,887	-	5,000	-	0.00%
Bond issue	1,252,131	-	1,931,337	-	-	
Transfer In	261,140	-	-	-	-	
<b>TOTAL REVENUES</b>	<u>1,520,789</u>	<u>123,927</u>	<u>1,961,253</u>	<u>10,440</u>	<u>9,147</u>	<u>87.61%</u>
<b>Expenditures</b>						
Repair & Maintenance - Contractu	27,241	14,455	4,449	54,000	20,429	37.83%
Improvements	1,156,973	837,334	1,094,848	860,000	204,093	23.73%
Transfer out	-	85,900	-	-	-	
<b>TOTAL EXPENDITURES</b>	<u>1,184,214</u>	<u>937,689</u>	<u>1,099,297</u>	<u>914,000</u>	<u>224,522</u>	<u>24.56%</u>
Changes in Fund Balance	336,575	(813,762)	861,956		(215,375)	
Ending Fund Balance	1,300,653	486,891	1,348,847		<b>1,133,472</b>	



CITY OF NOWTHEN

FOUR YEAR COMPARATIVE FINANCIAL REPORT WITH BUDGET  
FOR THE PERIOD ENDING DECEMBER 31, 20XX

CAPITAL	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual	Percent Received/ Expended 2022
<b>Equipment Replacement</b>						
<b>Revenues</b>						
Interest Earnings	-	2,120		5,000	-	0.00%
Bond Issue			869,390			
Transfer In	82,500	62,500	72,500	72,500	72,500	100.00%
<b>TOTAL REVENUES</b>	<u>82,500</u>	<u>64,620</u>	<u>941,890</u>	<u>77,500</u>	<u>72,500</u>	<u>93.55%</u>
<b>Expenditures</b>						
Supplies	4,585	14,098	9,102	17,500	698	3.99%
Professional			19,390			
Heavy Machinery	49,850	-	-	345,000	135,459	39.26%
Motor Vehicles	-	-	64,071	450,000	415,868	92.42%
Other Equipment	-	-	16,242	89,000	78,057	87.70%
Transfer to Debt Service				6,917	6,917	100.00%
<b>TOTAL EXPENDITURES</b>	<u>54,435</u>	<u>14,098</u>	<u>108,805</u>	<u>901,500</u>	<u>636,999</u>	<u>70.66%</u>
Changes in Fund Balance	28,065	50,522	833,085	(824,000)	(564,499)	
Ending Fund Balance	206,585	257,107	1,090,192		<b>525,693</b>	
				<b>16" Toro</b>	75,000	31,000
				<b>Sterling 9500 (2001)</b>	270,000	-
				<b>Tanker</b>	450,000	409,500
				<b>Extrication Tools (2008)</b>	30,000	30,463
				<b>SCBA Packs (8)</b>	52,000	54,731
				<b>Portable Radios (2017)</b>	10,000	
				<b>Thermal Imager (2012)</b>	7,000	
				<b>Turnout gear</b>	7,500	4,525
				<b>Inflatable Boat</b>	-	10,530
				<b>CAT Snow Blower</b>	-	8,600
				<b>Lucas 3 Chest Compressio</b>	-	22,179
				<b>Cameras</b>	-	34,694
				<b>2018 Ford Explorer (fire)</b>		6,368
				<b>Fire nozzles</b>		6,130
				<b>V-Box spreader/street sander</b>		10,665

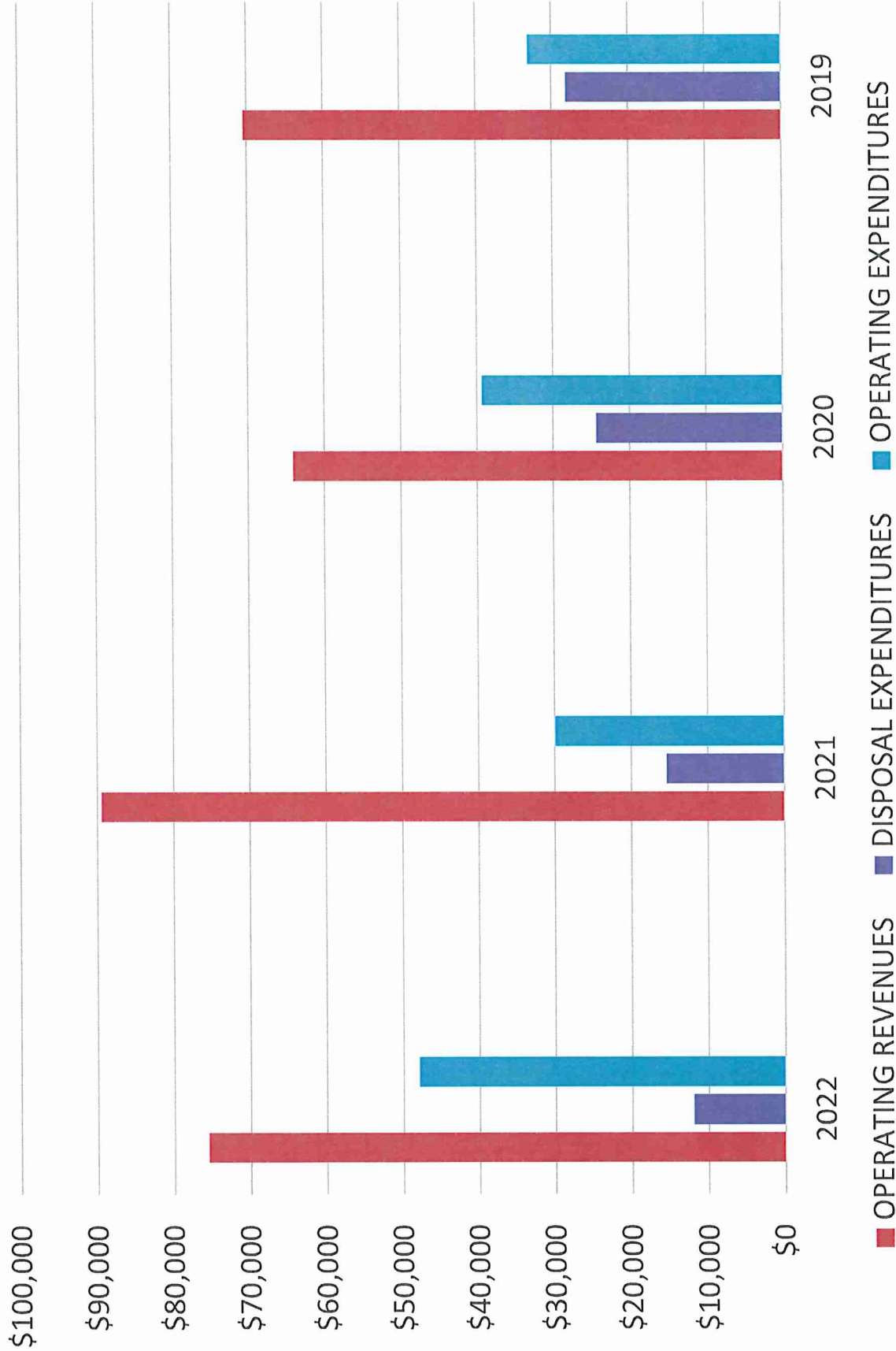
CITY OF NOWTHEN

2022 FINANCIAL REPORT - DECEMBER

RECYCLING FUND  
Year to Date, DECEMBER 31, 20XX

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Revenues				
County Reimbursement	\$ 47,718	\$59,093	\$49,529	\$49,378
Recycling Proceeds	<u>27,818</u>	<u>30,290</u>	<u>14,561</u>	<u>21,064</u>
Total Revenue	75,536	89,383	64,090	70,442
Expenditures				
Personal Services	27,057	19,179	6,886	14009
Supplies	575	808	345	749
Professional	4,403	4,006	2,868	12778
Utilities/Maintenance	15,912	5,881	7,390	5540
Recycling Hauler	11,989	15,404	24,338	28144
Capital	<u>0</u>	<u>51,742</u>	<u>21,837</u>	
Total Expenditures	59,936	97,020	63,664	61,220
Operating Income (loss)	15,600	(7,637)	426	9,222
<b>Sources (Uses) of Fund Balance</b>	15,600	(7,637)	426	9,222
Beginning Fund Balance	23,402	31,039	30,613	21,391
<b>Ending Fund Balance</b>	<b>\$ 39,002</b>	23,402	31,039	30,613

# Recycling Operations as of September 30th



CITY OF NOWTHEN

**CURRENT CASH & INVESTMENTS**

For the Quarter Ending DECEMBER 31, 2022

	MATURITY DATES			TOTAL
	2023	2024	2025	
CHECKING ACCOUNT	\$179,606			\$179,606
4M MONEY MKT FUND	\$167,871			\$167,871
CERTIFICATE OF DEPOSIT	\$2,420,700			\$2,420,700
TREASURY	\$784,247	\$380,516		\$1,164,763
BOND FUND	\$340,284			\$340,284
TOTAL	\$3,892,708	\$0	\$0	\$4,273,224

	12/31/2022	12/31/2021	INCREASE/ (DECREASE)
CHECKING ACCOUNT	\$179,606	\$216,566	(\$36,960)
4M MONEY MKT FUND	\$508,155	\$3,598,255	(\$3,090,100)
CERTIFICATE OF DEPOSIT	\$2,420,700	\$1,233,900	\$1,186,800
TREASURY	\$1,164,763	\$0	\$1,164,763
TOTAL	\$4,273,224	\$5,048,721	(\$1,940,260)

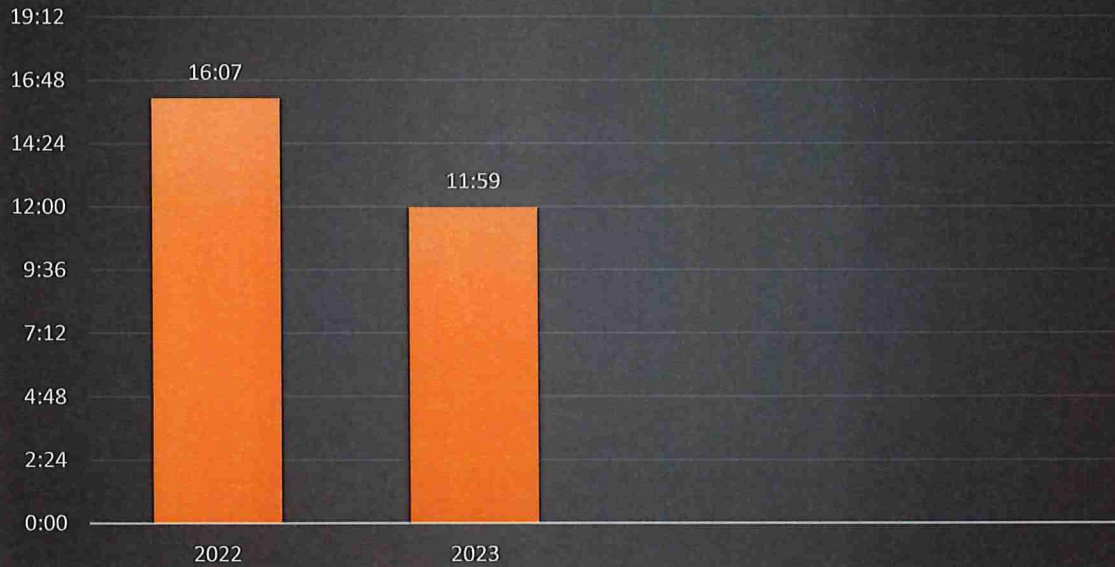


# MONTHLY COMPARISON REPORT 2022-2023

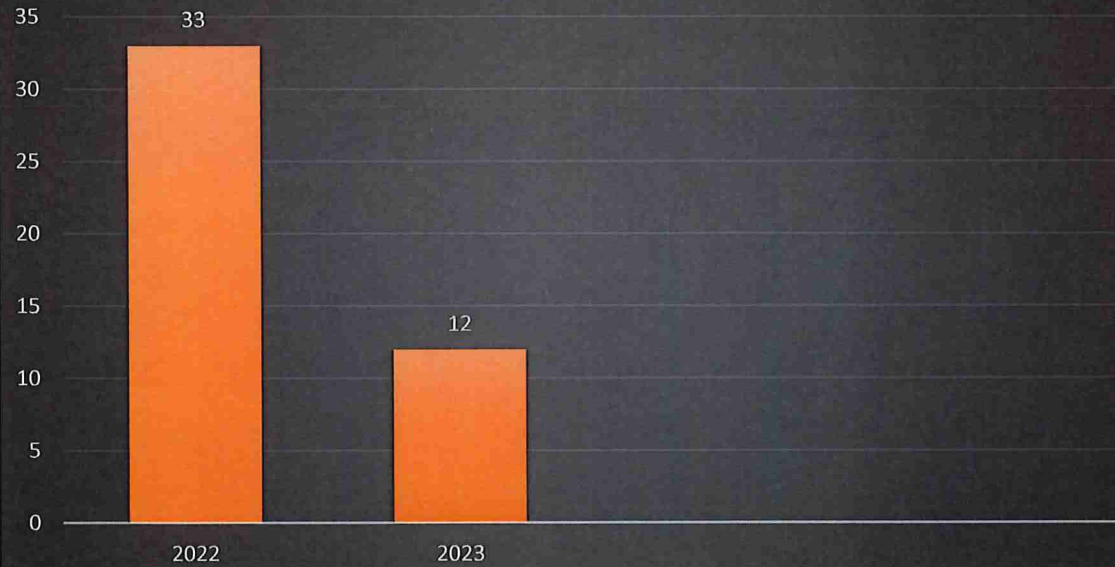
January



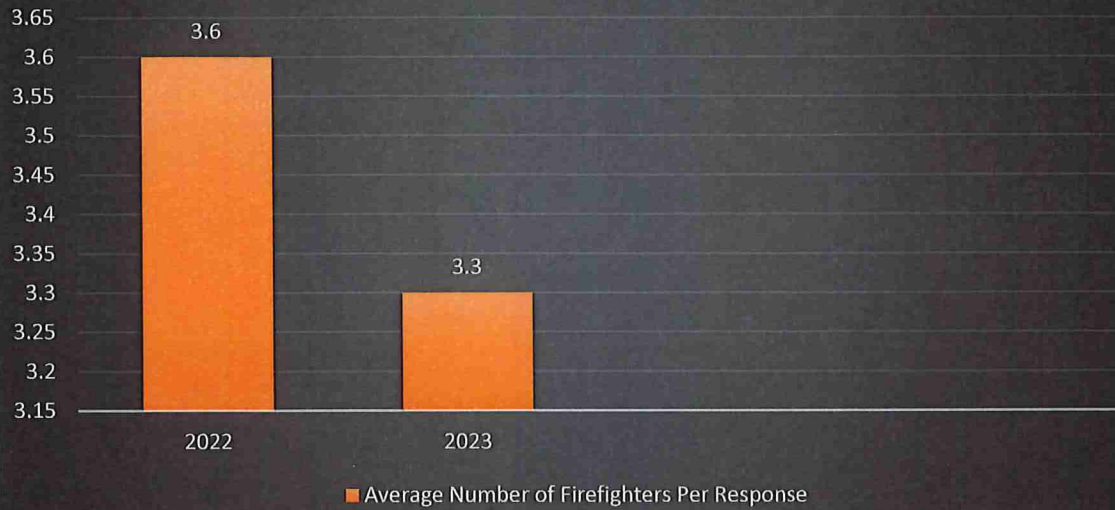
### January Response Times 2022-2023



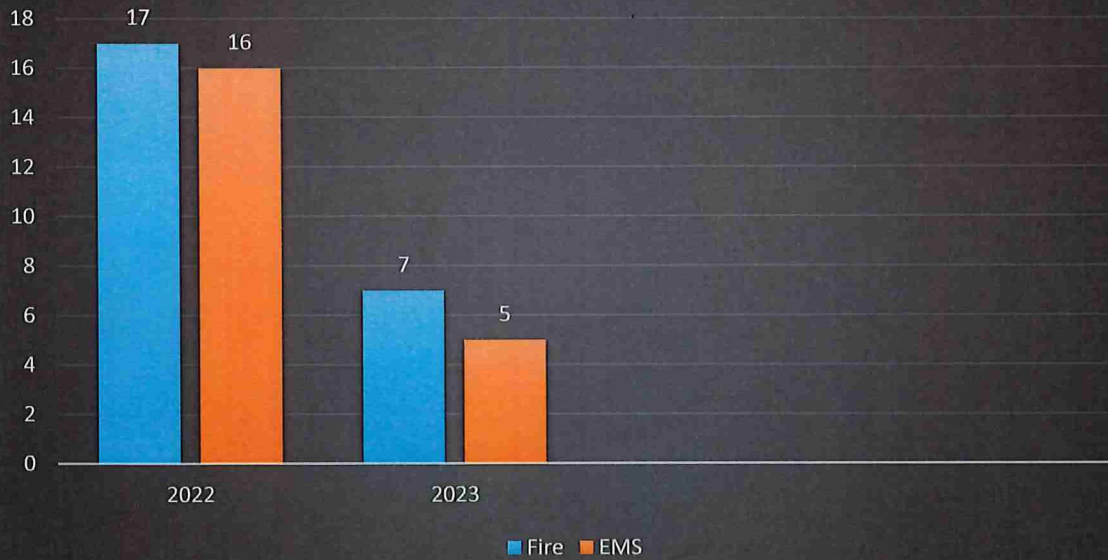
### January Calls for Service 2022-2023



### Average Number of Firefighters Per Response 2022-2023



### Fire Runs vs. EMS Runs January 2022-2023



For the month of January 2023, the fire department responded to 12 incidents (3 less than the previous month) with an average response time of 11 minutes and 59 seconds (1 minute 32 second decrease from December). The average number of firefighters attending calls for service was 3.3. The fire department reports no dollar loss from fires during the month of December.

On January 9<sup>th</sup>, the fire department responded to a report of person not breathing on the 18800 Block of Baugh St. NW. Upon arrival it was determined the patient was deceased and no living saving interventions were initiated.

On the morning of January 10<sup>th</sup>, the fire department was dispatched to 2 separate vehicle accidents, the first incident was at the intersection of Viking and St. Francis Blvd and the second incident was located at Viking and Twin Lakes Rd. Neither incident resulted in injuries. The roads on this morning were very icy throughout the County.

The fire department is currently working in a grant application for a new turnout gear dryer. The grant is administered through the Department of Public and if successful, the city would be required to match 10% of the total funding award. This would be covered in the existing fire department budget.

The fire department had to replace some of decals on the Duty Officer Squad to due the decal coming off spontaneously. This was not covered under warranty.

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

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

Fire Chief Dave Schmidt, Assistant Chief Adam Schrag, and Mayor Pilon attended the Anoka County Fire Protection Council meeting on January 26<sup>th</sup>. It was voted and approved for the County to move forward with a new Records Management System for all fire departments in the County. This will come with an increased share cost to all fire departments starting in 2024. The increase cost to the City of Nowthen has not yet been calculated, but anticipate an increase of roughly \$1500.00 annually.





## **Nowthen Council Meeting – February 14<sup>th</sup>, 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 January 2023:

### **Calls for Service**

Sheriff's Deputies responded to 118 calls for service.

January 2023 calls for service included:

- 3 to Bar None
- 3 Alarms
- 11 Medicals
- 9 Animal Complaints

### **Bar None**

01/08/2023 at 1007: Female resident damaged property and then left the campus on foot. She was located in the area by law enforcement and returned safely to the facility. The facility advised they did not want to press charges for the damage to property. The resident was left in the care of Bar None staff.

01/21/2023 at 1950: ACSO responded to a report of a vehicle being stolen from the campus by a resident. The investigation revealed that the resident located the keys in the building and then took the vehicle, fleeing with another resident. The vehicle was located by law enforcement, but then fled. The pursuit was terminated. The vehicle was subsequently recovered unoccupied in St. Paul the following day. This case remains under investigation by ACSO. Bar None is undertaking an administrative review of the incident.

### **Noteworthy Calls for Service**

01/14/2023 at 0957: ACSO received a report of a fraud from the 6200 block of Viking Blvd. NW. The victim reported receiving a phone call from a suspect claiming to be from Connexus Energy. The suspected told the victim she had a past due power bill. The suspect directed the victim to pay the bill by purchasing gift cards. This is a common scam. The total loss was \$880.65.

- If a company asks you to pay a bill by buying a gift card and then reading or sending them the card number, this is almost certainly a scam
- Money lost in scams like this cannot be recovered
- If you receive a call from a business and it seems suspicious, hang up and call the company back on a number you know to be correct (via their official website, business card, etc.)
- Do not rely on caller ID, this can be manipulated by scammers

01/22/2023 at 1354: ACSO responded to a storage facility in the 19900 block of Iguana St. NW on a report of a damage to property. The victim indicated he had left a RV at the facility and had noticed that something struck the RV, causing damage. There was another vehicle nearby that may have caused the damage, but it may have been moved by a snow removal crew. The owners of the vehicles are working with the facility to determine if the snow removal company had moved any vehicles.

01/26/2023 at 1955: ACSO responded to an assault at a business in the 19700 block of Iguana St. NW. This is an active investigation and additional details cannot be released at this time. Injuries were minor.

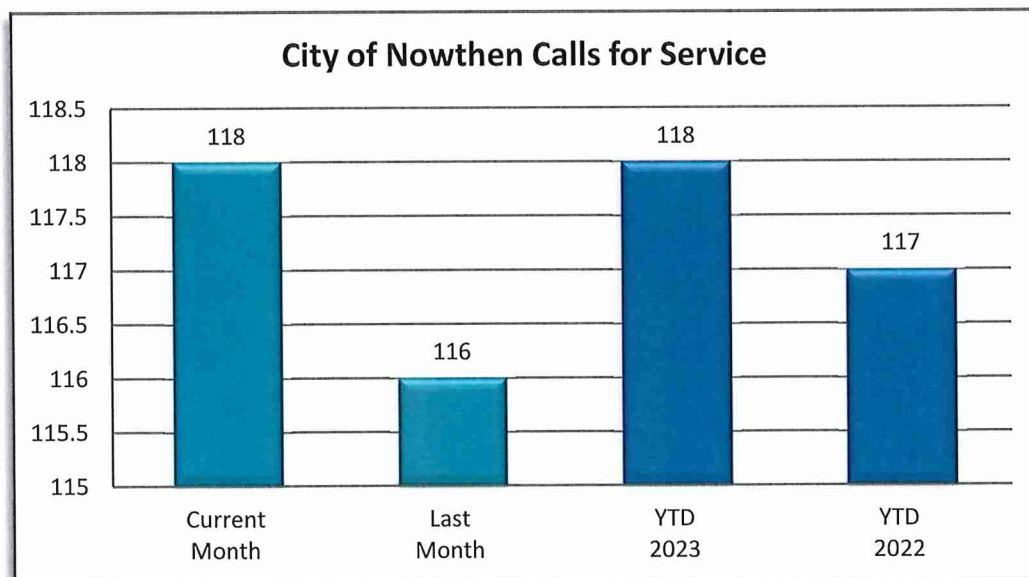
### **Miscellaneous**

ACSO is planning for 2023 Meet the Deputy to be at the March council meeting. More to follow.

### **Closing**

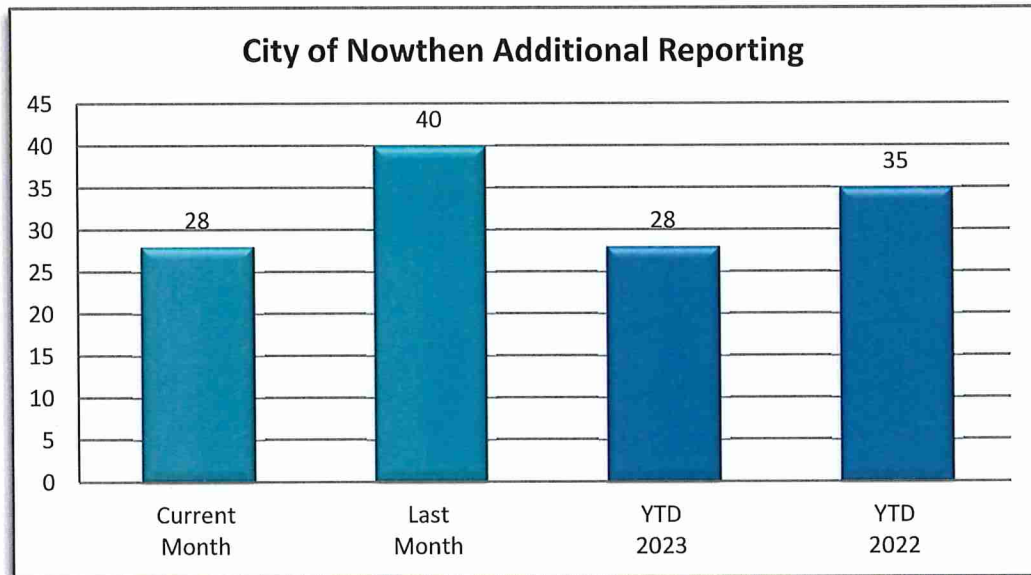
Time for the mayor and members of the council to ask questions.

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Call for Service	118												118	117
Burglaries	0												0	0
Thefts	2												2	4
Crim Sex Conduct	0												0	0
Assault	0												0	0
Dam to Property	0												0	0
Harass Comm	0												0	0
PI Accidents	3												3	1
PD Accidents	7												7	5
Felony Arrests	0												0	0
Gross Misd Arrests	0												0	0
Misd Arrests	1												1	0
DUI Arrests	0												0	0
Domestic Arrests	0												0	0
Warrant Arrests	1												1	1
Traffic Stop	52												52	22
Traffic Arrests	9												9	1





OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Bar None Facility	3												3	6
Alarms	3												3	5
Animal Complaints	9												9	6
Fire	1												1	1
MV Complaints	0												0	0
Medicals	11												11	17
Ordinance	1												1	0
<b>2023 TOTALS</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>35</b>

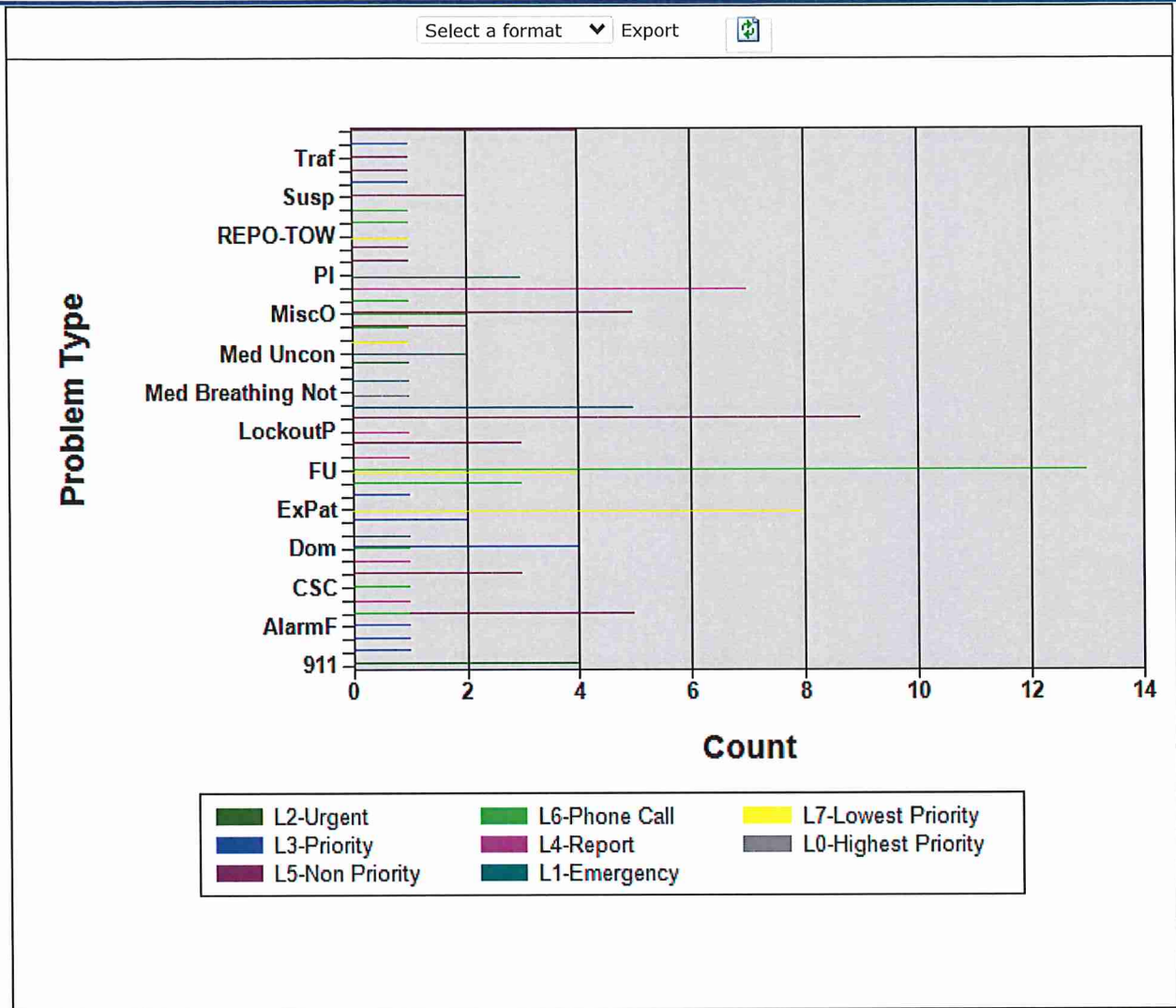


### Problem Type Summary

3:11 PM 02/01/2023

Data Source: Data Warehouse

<b>Agency:</b>	LAW ENFORCEMENT
<b>Division:</b>	Nowthen Law
<b>Day Range:</b>	Date From 1/1/2023 To 1/31/2023
<b>Exclusion:</b>	• 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	4	0	0	0	0	0	4
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	1	0	0	0	0	1

AlarmCO	0	0	0	1	0	0	0	0	1
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	0	5	1	0	6
AnimalResc	0	0	0	0	0	0	0	0	0
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	0	0	0	0	0
BurgP	0	0	0	0	0	0	0	0	0
Civil	0	0	0	0	0	0	0	0	0
CivilP	0	0	0	0	0	0	0	0	0
CSC	0	0	0	0	0	0	1	0	1
Debris	0	0	0	0	0	0	0	0	0
Deer	0	0	0	0	0	3	0	0	3
Disorderly	0	0	0	0	1	0	0	0	1
Dom	0	0	0	4	0	0	1	0	5
DomP	0	1	0	0	0	0	0	0	1
Drugs	0	0	0	0	0	0	0	0	0
DUI	0	0	0	2	0	0	0	0	2
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	8	8
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	1	0	0	0	0	1
F Mutual Aid	0	0	0	0	0	0	0	0	0
F Oven	0	0	0	0	0	0	0	0	0
F Powerlines	0	0	0	0	0	0	0	0	0
F SmokeIn	0	0	0	0	0	0	0	0	0
F SmokeOut	0	0	0	0	0	0	0	0	0
F Structure	0	0	0	0	0	0	0	0	0
F Train	0	0	0	0	0	0	0	0	0
F Veh	0	0	0	0	0	0	0	0	0
F Water Rescue	0	0	0	0	0	0	0	0	0
Fight	0	0	0	0	0	0	0	0	0
Flood in	0	0	0	0	0	0	0	0	0
Flood out	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	3	0	3
FraudP	0	0	0	0	0	0	0	0	0
FU	0	0	0	0	0	0	13	4	17
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	0	0	0	0
Lift Assist	0	0	0	0	1	0	0	0	1
Liq	0	0	0	0	0	0	0	0	0
Lockout	0	0	0	0	0	3	0	0	3
LockoutP	0	0	0	0	1	0	0	0	1

MA	0	0	0	0	0	9	0	0	9
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	0	0	0	0	0	0	0	0	0
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	1	0	0	0	0	0	1
Med ILL	0	0	0	0	0	0	0	0	0
Med Info	0	0	0	0	0	0	0	0	0
Med OB	0	0	0	0	0	0	0	0	0
Med Priority	0	0	0	0	0	0	0	0	0
Med Seizure	0	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	2	0	0	0	0	0	0	2
Medex	0	0	0	0	0	0	0	1	1
Misc	0	0	0	0	0	2	1	0	3
MiscO	0	0	0	0	0	5	2	0	7
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	0	0	0
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	0	0	0
PI	0	3	0	0	0	0	0	0	3
POR	0	0	0	0	0	1	0	0	1
Property	0	0	0	0	0	1	0	0	1
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	1	0	2
RoadClosure	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
RobberyP	0	0	0	0	0	0	0	0	0
Shots	0	0	0	0	0	0	0	0	0
Slumper	0	0	0	0	0	0	0	0	0
StolenProp	0	0	0	0	0	0	0	0	0
Suicide	0	0	0	0	0	0	1	0	1
SuicideP	0	0	0	0	0	0	0	0	0
Susp	0	0	0	0	0	2	0	0	2
SuspP	0	0	0	1	0	0	0	0	1
Theft	0	0	0	0	0	1	0	0	1
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	1	0	0	1
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	1	0	0	0	0	1
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	0	0	0	0	0	0
<b>1</b>	<b>12</b>	<b>5</b>	<b>12</b>	<b>11</b>	<b>38</b>	<b>25</b>	<b>14</b>	<b>118</b>

Go Back

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Nowthen City Office  
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(763)-441-1347



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

## **Administrator's Update**

### **A) Policy Update**

### **B) Health, Safety and Efficiency Improvements**

1). Approving Resolution 2023-XX amending the 2023 Budget to move an existing \$60,000 from the 2022 General Fund to Capital Improvement Fund with remaining excess funds rolling into the 2023 Fund Balance

### **C) Welcome Packet for New Residents**

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## Administrator's Update

### A) Policy Update

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## **Administrator's Update**

### **B) Health, Safety and Efficiency Improvements**

1). Approving Resolution 2023-XX amending the 2023 Budget to move an existing \$60,000 from the 2022 General Fund to Capital Improvement Fund with remaining excess funds rolling into the 2023 Fund Balance





## REQUEST FOR COUNCIL ACTION

Agenda Item: 9 B 1	Department: Administration	Requested Council Meeting Date: February 14, 2023	Submitted By: Administrator Lehner
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**TITLE OF ISSUE: APPROVE RESOLUTION 2023-XX AMENDING THE 2023 BUDGET BY TRANSFERRING \$60,000 FROM EXCESS REVENUE OVER EXPENDITURES FROM THE 2022 GENERAL FUND TO THE 2023 CAPITAL IMPROVEMENT FUND, ALSO REMAINING EXCESS FROM THE 2022 BUDGET WILL BE ROLLED INTO THE FUND BALANCE.**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** The city office / maintenance building have been in serious need of Health, Safety and Efficiency updates. The Historic Town Hall has several Health and Safety updates needed along with repairs and maintenance to preserve the City of Nowthen building.

Administrator Lehner was apprised of these needed improvements upon by Interim Administrator Frank Boyles upon accepting the position as Administrator. Several immediate health and safety concerns have been addressed recently with the information from Financial Consultant Yager that there was excess money in the 2022 budget to make these improvements.

There needs to be a budget amendment to move excess funds into the Capital Improvement Fund with the remaining funds rolling into Fund Balance.

**SOURCE OF FUNDING:** Transfer \$60,000.00 from Excess Revenue Over Expenditures from the 2022 General Fund to the 2023 Capital Improvement Fund.

**REQUESTED COUNCIL ACTION:** Motion and second to approve Resolution 2023-XX, amending the 2023 budget to move \$60,000 from 2022 General Fund Budget to Capital Improvement Fund to complete needed renovation to the city buildings, not to exceed \$60,000.00 and the remaining excess into the Fund Balance.

**SUPPORTING DOCUMENTS ATTACHED:**

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

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Council Meeting Location:  
Historic Townhall  
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## RESOLUTION No. 2023-XX

### A RESOLUTION AMENDING THE 2023 BUDGET BY TRANSFERRING \$60,000 FROM EXCESS REVENUE OVER EXPENDITURES FROM THE 2022 GENERAL FUND TO THE 2023 CAPITAL IMPROVEMENT FUND, ALSO REMAINING EXCESS FROM THE 2022 BUDGET WILL BE ROLLED INTO THE FUND BALANCE.

**WHEREAS**, the city office/maintenance buildings have been in serious need of Health, Safety, and Efficiency updates, and;

**WHEREAS**, the historic town hall building has several Health and Safety updates needed along with repairs and maintenance to preserve the City of Nowthen building, and;

**WHEREAS**, to pay for these building repairs and maintenance, the 2023 budget needs to be amended to transfer \$60,000 from excess revenue over expenditures from the 2022 General Fund to the 2023 Capital Improvement Fund and the remaining excess from the 2022 Budget will be rolled into the Fund Balance.

**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 council authorized the transfer of \$60,000 from the Excess Revenue over Expenditures from the 2022 Budget into the 2023 Capital Improvement Fund for needed renovation to city buildings not to exceed \$60,000 and the remaining excess determined by Financial Consultant Yager, into the Fund Balance.

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

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 14<sup>th</sup> day of February 2023.

CITY OF NOWTHEN

\_\_\_\_\_  
By: JEFFREY M. PILON  
Its Mayor

ATTEST \_\_\_\_\_  
By: SCOTT LEHNER  
Its City Administrator

Nowthen City Office  
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Council Meeting Location:  
Historic Townhall  
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Nowthen MN, 55330

## Administrator's Update

### c) Welcome Packet for New Residents





## REQUEST FOR COUNCIL ACTION

Agenda Item: 10 B 1	Department: Administration	Requested Council Meeting Date: February 14, 2023	Submitted By: Mayor Pilon
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**TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-XX AUTHORIZING THE APPROVAL OF A BORDER 2 BORDER (B2B) GRANT APPLICATION TO EXTEND BROADBAND TO 1,277 PASSING (RESIDENTS AND BUSINESSES) IN THE UNSERVED AND UNDERSERVED AREAS OF NOWTHEN.**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:**

The mayor has been working with internet providers in an attempt to provide high speed internet to homes throughout the city. Comcast has agreed to apply for a B2B grant in partnership with the city and the county to provide service to those areas throughout the area that currently do not have high speed internet. The deadline for the current grant opportunity is March 2, 2023, and would require the use of the City of Nowthen HRA funds of ~\$800,000, along with county ARPA funds of ~\$150,000. Contributions from Comcast would be ~57% of the project equating to ~ \$4.8 million dollars and \$2.7 million from the State of Minnesota, making the entire cost of the project ~\$8.5 million dollars.

A resolution will be needed to approve utilizing the HRA funds and an application for the ARPA funding will be needed to go to the county. The use of these funds will be contingent upon a successful grant B2B application. If the grant requests are approved, the city council delegates the mayor to proceed working with Comcast to move this project forward. The current expectation is that the state would announce the awarding of grants in June 2023 with engineering work to be conducted in the Summer/Fall of 2023 and construction to homes starting spring of 2024.

**SOURCE OF FUNDING: HRA Funding and ARPA contributions from Anoka County.**

**REQUESTED COUNCIL ACTION:** Approval of Resolution 2023-XX Authorizing the Approval of a Border 2 Border (B2B) Grant Application to Extend Broadband to 1,277 Passing (Residents and Businesses) in the Unserved and Underserved Areas of Nowthen. AND Approval of Resolution 2023-XX Authorizing the Use of HRA Funds to provide High Speed Internet to Residents and Businesses in the Unserved and Underserved Areas of Nowthen in Partnership with Comcast, Anoka County and the City of Nowthen.

**SUPPORTING DOCUMENTS ATTACHED:**

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

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Council Meeting Location:  
Historic Townhall  
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Nowthen MN, 55330

## RESOLUTION No. 2023-XX

### A RESOLUTION AUTHORIZING THE USE OF HRA FUNDS TO PROVIDE HIGH SPEED INTERNET TO RESIDENTS AND BUSINESSES IN UNSERVED AND UNDERSERVED AREAS OF NOWTHEN IN PARTNERSHIP WITH COMCAST, ANOKA COUNTY AND THE CITY OF NOWTHEN.

**WHEREAS**, Anoka County Housing and Redevelopment Authority (HRA) has segregated funding for the City of Nowthen, and;

**WHEREAS**, the city desires to use HRA funds as a match to provide high speed internet to residents and businesses in unserved and underserved areas of the City of Nowthen, and;

**WHEREAS**, the city council supports the use of \$800,000 HRA funds as a match for the Comcast project and;

**WHEREAS**, the city council authorizes to request and process the HRA funds be transferred to Comcast upon the approval of the grant request and the project moving forward.

**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 council authorizes the use of \$800,000 HRA funds as a match upon the approval of the match grant request for the Comcast project.
3. The city council authorizes the City Administrator to request and process the HRA funds be transferred to Comcast upon the approval of the grant request and the project moving forward.

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

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 14th day of February 2023.

CITY OF NOWTHEN

\_\_\_\_\_  
By: JEFFREY M. PILON  
Its Mayor

ATTEST \_\_\_\_\_  
By: SCOTT LEHNER  
Its City Administrator



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Council Meeting Location:  
Historic Townhall  
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Nowthen MN, 55330

## RESOLUTION No. 2023-XX

### A RESOLUTION AUTHORIZING THE APPROVAL OF A BORDER 2 BORDER (B2B) GRANT APPLICATION TO EXTEND BROADBAND TO 1,277 PASSING (RESIDENTS AND BUSINESSES) IN THE UNSERVED AND UNDERSERVED AREAS OF NOWTHEN.

**WHEREAS**, the mayor has been working with internet providers in an attempt to provide high speed internet to homes throughout the city and;

**WHEREAS**, Comcast has agreed to apply for a B2B grant in partnership with the city and the county to provide service to those areas throughout the area that currently do not have high speed internet and;

**WHEREAS**, a resolution will be needed to approve the application for the ARPA funds from Anoka County if the grant is approved and;

**WHEREAS**, a resolution will be needed to approve utilizing the HRA funds and an application for the ARPA funding will be needed to go to the county if the grant is approved.

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

1. The recitals set forth above are incorporated herein.
2. The mayor has the authority from the city council to move forward with the grant B2B application to extend broadband to the unserved and underserved areas of Nowthen with Comcast.
3. If the B2B grant is approved, the mayor has the authority to move forward with a resolution requesting the ARPA funds from Anoka County to be utilized to match the approved grant.

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

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 14<sup>th</sup> day of February 2023.

CITY OF NOWTHEN

\_\_\_\_\_  
By: JEFFREY M. PILON  
Its Mayor

\_\_\_\_\_  
ATTEST  
By: SCOTT LEHNER  
Its City Administrator

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

## RESOLUTION No. 2023-XX

# APPLICANT AFFIDAVIT OR LOCAL GOVERNMENT RESOLUTION

## RESOLUTION OF APPLICANT

BE IT RESOLVED that **COMCAST** act as the legal sponsor for project(s) contained in the Broadband Development Grant Program to be submitted on February 14, 2023 and that \_\_\_\_\_ is hereby authorized to apply to the Department of *(Title of Authorized Official)* Employment and Economic Development for funding of this project on behalf of **COMCAST**.

BE IT FURTHER RESOLVED that **COMCAST** has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that **COMCAST** has not violated Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, **COMCAST** may enter into an agreement with the State of Minnesota for **COMCAST** the above referenced project(s), and that **COMCAST** certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the undersigned is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

# APPLICANT AFFIDAVIT OR LOCAL GOVERNMENT RESOLUTION (Cont'd)

**[Note:** If the application is being filed by a city, pursuant to Minn. Stat. § 412.201, cities must authorize both the Mayor and Clerk to execute all contracts with council authority, however other public entities may have different requirements.]

I CERTIFY THAT the above resolution was adopted by **CITY OF NOWTHEN** of **COMCAST** on February 14, 2023.

SIGNED: Jeffrey M. Pilon

WITNESSED: Scott Lehner

\_\_\_\_\_  
(Authorized Official)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Mayor  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
City Administrator  
(Title)

\_\_\_\_\_  
(Date)





## REQUEST FOR COUNCIL ACTION

Agenda Item: 10 B 2	Department: Administration	Requested Council Meeting Date: February 14, 2023	Submitted By: Mayor Pilon
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**TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-XX AUTHORIZING THE APPLICATION OF ARPA FUNDS FROM ANOKA COUNTY TO PROCEED WITH THE APPROVED GRANT WITH TEKSTAR COMMUNICATIONS, INC. DBA ARVIG TO EXTEND BROADBAND TO SERVE 85 PROPERTIES IN THE TWIN LAKES AREA OF NOWTHEN AS PREVIOUSLY APPROVED JULY 25, 2022.**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:** The City of Nowthen city council previously approved the request of Border to Border (B2B) grant partnership for the City of Nowthen, the State of Minnesota, and Arvig. This grant was approved. An application is required to utilize the ARPA funds from Anoka County.

**SOURCE OF FUNDING: Anoka County ARPA funds.**

**REQUESTED COUNCIL ACTION:** Approval of Resolution 2023-XX Authorizing the Mayor to Submit the Application for the ARPA Funds from Anoka County to Proceed with Arvig to Extend Broadband to Serve 85 Additional Homes in the Twin Lakes Area of Nowthen as Previously Approved July 25, 2022.

**SUPPORTING DOCUMENTS ATTACHED:**

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

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



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

## RESOLUTION No. 2022-52

### A RESOLUTION AUTHORIZING THE SUBMISSION OF A B2B GRANT APPLICATION TO EXTEND BROADBAND TO SERVE 81 ADDITIONAL PROPERTIES WITHIN THE CITY OF NOWTHEN, MINNESOTA

**WHEREAS,** The City of Nowthen is an Anoka County City of 35 square miles and population of 4443; and,

**WHEREAS,** the city is underserved with respect to broadband services, negatively impacting commercial, industrial, home based businesses and residential properties; and,

**WHEREAS,** the extension of broadband service to the city at large would require in excess of \$14 million ; and,

**WHEREAS,** the extension of Broadband service is nonetheless a high priority to the city council and Community.

**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 council hereby affirms its support for the B2B Grant Application as prepared by Tekstar Communications Inc. dba Arvig including the applicant affidavit or local government resolution in incorporated herein as if set forth in full at this point.
3. The mayor is hereby authorized to execute all documents on behalf of the city to meet the requirements of this grant application.

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

And the following voted against the same: None

Passed and adopted by the Nowthen City Council this 25<sup>th</sup> day of July 2022.

CITY OF NOWTHEN

By:   
Jeffrey M. Pilon  
Its Mayor

By:   
Frank Boyles  
Its Interim City Administrator

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





150 Second Street SW  
Perham, MN 56573

218.346.5500

arvig.com

## APPLICANT AFFIDAVIT OR LOCAL GOVERNMENT RESOLUTION

### RESOLUTION OF APPLICANT

BE IT RESOLVED that Tekstar Communications, Inc. dba Arvig act as the legal sponsor for project(s)  
(Applicant)

contained in the Broadband Development Grant Program to be submitted on or before August 4, 2022  
(Date)

and that David Schornack, Director of Sales & Business Development is hereby authorized to  
(Title of Authorized Official)

apply to the Department of Employment and Economic Development for funding of this project on behalf of  
Tekstar Communications, Inc. dba Arvig  
(Applicant)

BE IT FURTHER RESOLVED that Tekstar Communications, Inc. dba Arvig has the legal authority to  
(Applicant)

apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that Tekstar Communications, Inc. dba Arvig has not violated any  
(Applicant)

Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, Tekstar Communications, Inc. dba Arvig  
(Applicant)

may enter into an agreement with the State of Minnesota for the above referenced project(s), and that,

Tekstar Communications, Inc. dba Arvig certifies that it will comply with all applicable laws and regulation as stated  
(Applicant)

all contract agreements.

**APPLICANT AFFIDAVIT OR LOCAL GOVERNMENT RESOLUTION**  
**(Cont'd)**

BE IT FURTHER RESOLVED that Tekstar Communications, Inc. dba Arvig is committing total funds not to exceed  
(Applicant)

\$ 164,795.25, or 30 % of the total estimated project costs.

BE IT FURTHER RESOLVED that, if applicable, applicant's funding partner(s), City of Nowthen  
(Company, City Council, County Board, etc.)

is committing funds not to exceed \$ 164,795.25, or 30 % of the total estimated project costs.

[Note: If the application is being filed by a city, pursuant to Minn. Stat. § 412.201, cities must authorize both the Mayor and Clerk to execute all contracts with council authority, however other public entities may have different requirements.]

I CERTIFY THAT the above resolution was adopted by City of Nowthen  
(Company, City Council, County Board, etc.)

for Tekstar Communications, Inc. dba Arvig  
(Applicant)

on July 25, 2022  
(Date)

NOW, THEREFORE BE IT FINALLY RESOLVED that the undersigned is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

SIGNED:

Jeffrey M. Pilon

WITNESSED:

Frank Boyles

Jeffrey M. Pilon  
(Authorized Official)

Frank Boyles  
(Signature)

MAYOR  
(Title)

July 26, 2022  
(Date)

Interim City Administrator  
(Title)

7/26/2022  
(Date)



## REQUEST FOR COUNCIL ACTION

Agenda Item: 10 B 3	Department: Administration	Requested Council Meeting Date: February 14, 2023	Submitted By: Administrator Lehner
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**TITLE OF ISSUE: APPROVAL OF RESOLUTION 2023-XX APPROVING ADMINISTRATOR LEHNER AND CITY COUNCIL MEMBERS TO ATTEND CITY DAY ON THE HILL THURSDAY, MARCH 9<sup>TH</sup>, 2023 AT A COST OF \$99.00 PLUS MILEAGE AND STIPEND, PER ATTENDEE**

**BACKGROUND AND SUPPLEMENTAL INFORMATION:**

City officials have a role in the 2023 legislative session. In attending this City Day on the Hill, city officials will learn about important legislative issues impacting cities, they will hear from state policymakers, build relationships with state legislators and advocate for our city's needs. The cost to attend is \$99.00 plus mileage and stipend, per person. Mayor Pilon and Administrator Lehner have expressed an interest in attending.

**SOURCE OF FUNDING: 100-41110-435 Training**

**REQUESTED COUNCIL ACTION:** Approval of Resolution 2023-XX Approving Administrator Lehner, Mayor Pilon and City Council Members to Attend City Day on the Hill, Thursday, March 9<sup>th</sup>, 2023, at a Cost of \$99.00 plus Mileage and Stipend Per Attendee.

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

# City Day on the Hill

## Advocate for Minnesota cities at the State Capitol!

Whether you're a newly elected official or a veteran in city government, you have a role in the 2023 legislative session. You've heard from your constituents, and now it's time to get things done for Minnesota cities!

Join the League of Minnesota Cities for the **2023 City Day on the Hill**, formerly known as the Legislative Conference, on **Thursday, March 9**, at **DoubleTree by Hilton St. Paul**.

Attend City Day on the Hill to:

- **Learn** about important legislative issues impacting cities, including updates on cannabis legalization, duty disability, aids to cities, and other key priorities.
- **Hear from** state policymakers about legislative proposals and their impacts on cities.
- **Build relationships** with your state legislators and advocate for your city's needs.
- **Connect** with League Intergovernmental Relations staff.
- **Increase the visibility** of Minnesota cities as key partners in policymaking.



Register Now

## Who should attend?

Mayors, council members, city administrators, managers, and other city employees

## Fee

\$125

\$99 – Cities with a population less than 5,000

## Agenda

*Subject to change*

9-9:30 a.m.

**Registration Opens**

*DoubleTree by Hilton St. Paul Downtown*



9:30-9:40 a.m.

**Welcome Remarks from LMC President Ron Johnson**

9:40-10:15 a.m.

**Remarks from Governor Walz (invited)**

10:15-10:45 a.m.

**Sifting through the weed(s): What cities need to know about cannabis regulation**

10:45-11 a.m.

**Break**

11-11:45 a.m.

**Legislative Update from the League's IGR Team**

*Topics will include cannabis legalization, duty disability, aids to cities, and other League priorities.*

12-1 p.m.

**Staff/IGR panel over lunch (moderated by retired Star Tribune columnist Lori Sturdevant)**

*Invitations have been extended to Speaker of the House Melissa Hortman, House Minority Leader Lisa Demuth, Senate Majority Leader Kari Dziedzic, and Senate Minority Leader Mark Johnson.*

1-4 p.m.

**Meetings with Legislators**

*Capitol Hill – Please note that attendees are responsible for scheduling their own meetings with legislators. Bussing to and from the Capitol will be provided.*

4:30-7 p.m.

**Evening reception**

*DoubleTree by Hilton St. Paul Downtown's Town Square Ballroom*

*411 Minnesota Street*

*St. Paul, MN 55101*

## Lodging

**DoubleTree by Hilton St. Paul Downtown**

411 Minnesota Street ([view map](#))

St. Paul, MN 55101

Phone: 651-291-8800

**Book your room by Feb. 6, to take advantage of the conference rate!**

- Conference room rate: \$149
  - [Make reservations online.](#)
  - To receive the conference room rate via phone, ask for the League of Minnesota Cities (group code 141) block when making your reservation.
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Your LMC Resource

**Ashley Freitag**

**Registration and Sponsorship Coordinator**

**(651) 281-1249 or (800) 925-1122**

**[registration@lmc.org](mailto:registration@lmc.org)**

## **Cancellation Policy**

**Please consider sending a substitute if you cannot attend. Cancellations must be sent via email to [registration@lmc.org](mailto:registration@lmc.org) seven (7) days prior to the start of the program and are subject to a \$25 cancellation fee. All cancellation requests submitted after this timeframe will be billed at the full conference rate; no refunds will be made.**

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



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

## RESOLUTION No. 2023-XX

### A RESOLUTION APPROVING ADMINISTRATOR LEHNER AND CITY COUNCIL MEMBERS TO ATTEND CITY DAY ON THE HILL THURSDAY, MARCH 9<sup>TH</sup>, 2023 AT A COST OF \$99.00, PLUS MILEAGE AND STIPEND, PER ATTENDEE.

**WHEREAS**, city officials have a role in the 2023 legislative session, and;

**WHEREAS**, in attending City Day on the Hill, city officials will learn about important legislative issues impacting cities, and;

**WHEREAS**, they will hear from state policy makers, build relationships with state legislators and advocate for our city's needs and;

**WHEREAS**, it is beneficial for our city to have city officials in attendance.

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

1. The recitals set forth above are incorporated herein.
2. City Council members are approved to attend City Day on the Hill at a cost of \$99.00 plus mileage and stipend, per attendee.
3. Administrator Lehner and Mayor Pilon are approved by city council to attend City Day on the Hill.

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

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 14th day of February 2023.

CITY OF NOWTHEN

\_\_\_\_\_  
By: JEFFREY M. PILON  
Its Mayor

ATTEST \_\_\_\_\_  
By: SCOTT LEHNER  
Its City Administrator