

Nowthen City Council
July 11, 2023
Regular Meeting Minutes

1. CALL TO ORDER

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

Present: Mayor Pilon, Council Members Rainville, Fladebo, Alders, and Breyen
Also Present: Administrator Lehner, Deputy Clerk Johnson, Lieutenant Jacobson (now Chief Deputy), Fire Chief Schmidt.

MOTION BY MAYOR PILON TO ACCEPT THE AGENDA AS PRESENTED. MOTION CARRIED. 5 AYES.

The mayor mentioned the city had its first official City Council Meeting and had the swearing in of the first city council on July 8, 2008. In a night they believe it would be celebration, the council was told they had to pay for a fire truck immediately and because they were a city, \$40,000 in insurance needed to be paid in full immediately or there would be no insurance coverage on city property. Quite a surprise! The council handled it and never looked back. In honor of the City's Birthday, we are celebrating tonight with cupcakes – with no surprises!

Congratulations to Lt. Jacobson on being promoted to Chief Deputy Jacobson!

2. AUDIT PRESENTATION

Aaron Doll from Bergen KDV presented the 2022 Audit to the city council. He stated that the audit went very well, and the city is in good financial health. There are no findings regarding MN Legal Compliance and the staff has done a good job. There were adjustments that had to be made from changing auditors and the way they look at items and the way they are coded. The adjustments totaled \$162,692. This should not be a problem at the next audit.

The only material weaknesses would be the Lack of Segregation of Accounting Duties. This is very common for a city the size of Nowthen as it does not make sense to hire additional staff to meet the segregation recommendations. The city is aware of this deficiency and has taken steps to limit any situations where this could be a problem. The mayor and Deputy Clerk Johnson explained the steps taken and the auditors have no issues with the way things are processed. The council expressed thanks to the city staff for doing a good job resulting in a good audit.

3. FLOOR ITEMS

None

4. CONSENT AGENDA

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY FLADEBO TO ACCEPT THE CONSENT AGENDA AS PRESENTED. MOTION CARRIED. 5 AYES.

5. **ENGINEERING**

None

6. **FIRE DEPARTMENT REPORT**

Presented by Fire Chief Schmidt:

For the month of June 2023, the fire department responded to 22 incidents (2 less than the previous month) with an average response time of 12 minutes and 40 seconds (1 minute and 16 second decrease from May). The average number of firefighters attending calls for service was 3.9. The fire department reports no dollar loss from fires during the month of June.

On June 7th, the fire department assisted St. Francis Fire on a garage fire on the 22800 block of Rum River Blvd.

On June 21st, the fire department assisted Deputies on a reported vehicle accident on the 19000 block of Nowthen Blvd. The fire department assisted with traffic control and clean-up following a 2-vehicle crash.

On June 21st, the fire department assisted Ramsey Fire on a house fire on the 6900 block of 170th Ave NW.

Update on Recruiting: The recruiting open house had 12-14 people attend, which resulted in 6 applications. 5 were interviewed (6 scheduled, but 1 was a no show) and have started the on-boarding process. Recruitment never stops for this department and the department needs to get ahead of it.

Discussion regarding mutual aid and how it evens out over time noting NFD is a smaller department and needs more assets than larger departments when we need assistance.

Theft at the storage unit has prompted an "AFTER FIRE CHECK LIST" – the NFD will put it in the Fall Newsletter, and they will also keep copies in their vehicles to hand out after fires as a reminder.

7. **SHERIFF'S DEPARTMENT REPORT**

Presented by Chief Deputy Jacobson.

Calls for Service

Sheriff's Deputies responded 168 to calls for service.

June 2023 calls for service included:

3 to Bar None

3 Alarms

12 Medicals

11 Animal Complaints

Bar None

On 06/27/2023 at 10:29 PM deputies responded to the facility on a report of two residents trying to fight each other. Deputies arrived to find staff holding a door shut to keep the males separated. Deputies spoke with the primary aggressor, a juvenile male, and learned he was upset because he felt he was being picked on by other residents. Force had to be used to restrain the male to prevent a physical altercation from escalating. Arrangements were made for the male to stay in another part of the campus. There were no injuries and no criminal charges.

Noteworthy Calls for Service

On 06/04/2023 at 2:47 PM, a deputy responded to Name Brand Storage in the 8300 block of Viking Blvd. NW on a burglary report. The victim reported approximately \$3,800 worth of property had been stolen from his unit between 04/30/2023 and 05/30/2023. There are no suspects at this time.

On 06/10/2023 at 2:59 PM, a deputy responded to Twin Lakes Park in the 9400 block of Viking Blvd. NW on a theft report. The deputy learned that the victim had parked her vehicle in the parking lot and went on a walk for about an hour. When she returned, she found that a side rear window on her vehicle had been broken out and her purse was stolen. Suspect information was developed after the deputy found video footage of the suspect using a credit card taken in the theft. The case is pending additional suspect information.

On 06/19/2023 at 10:20 AM, a deputy responded to a business in the 8100 block of Viking Blvd. NW on a harassment report. The deputy learned that a customer was upset over damage to his vehicle after he struck a pothole in the parking lot. The deputy mediated the matter, and a trespass notice was issued to the vehicle owner after he was alleged to have sworn at an employee over the phone.

On 06/21/2023 at 12:01 AM, deputies were dispatched to the area of St. Francis Blvd. NW at Old Viking Blvd. NW on a report of a vehicle on the roadway with its hazard lights on and airbags deployed. The deputies arrived and found that the vehicle, a 2017 Chevrolet Silverado, had left the roadway, gone through the ditch, and came to a rest in a cornfield. Deputies and St. Francis PD officers spoke with the driver, an adult female, who reported she fell asleep while driving. Deputies observed evidence of intoxication and the driver was ultimately arrested for DWI. A deputy applied for and was granted a search warrant for a sample of the driver's blood, but she refused to cooperate. She was booked at the Anoka County Jail on charges of DWI, refusal to submit to a chemical test, and obstruction of the legal process.

In conjunction with the NFD advise for people using storage buildings (also items in homes and garages):

- Write down Serial numbers of vehicles or items with serial numbers.

- Take pictures of everything

- Take video of everything

The deputies are aware of the storage facility thefts and are doing extra patrols over the storage facilities.

Keep your purses and valuables hidden in your vehicles if you leave them in it, do not leave out in plain sight.

The mayor wanted to state on record regarding the 6/19/23 call that the road between Bill's Superette and Bootleggers is a private road, it is not maintained by the city, but by the business owners. If residents have complaints about those parking lots or the service road between them, please contact the business owners.

Congratulations to Deputy Chief Jacobson was given and a card of congratulations from the city, including cake to celebrate his promotion. Chief Deputy is hoping to remain the liaison to the city for as long as he can.

Question regarding what is considered a misdemeanor report? It is usually a DWI, traffic stop, domestic. The Deputy Chief will start breaking it down in the report for the city. Also, a question regarding the definition of Burglary vs Theft. Burglary is entering a structure. Theft is something like a vehicle. The mayor again thanked the Chief Deputy and stated the residents appreciate the 12-hour coverage by the sheriff's department.

8. PLANNING AND ZONING – None.

9. ADMINISTRATOR'S UPDATE

- a) Goat Mitigation Update: MGM pulled the goats out at the end of last week. Administrator Lehner will be getting together with him next week to go over what they did and his plans for future mitigation. Note: Residents loved watching the goats! It was mentioned that the goats were a great hit at the Heritage Festival as well.
- b) Project Manager Posting Update: Still in progress.
- c) Upcoming Important Date Reminder for Budget work sessions:
 - 8/9/23
 - 8/23/23
 - 8/29/23, if needed.The budget work session meetings will be held at the Historic Town Hall beginning at 5:30 pm.
The preliminary budget needs to be adopted by the city council by the September 12th city council meeting.

10. CITY COUNCIL

- a) Old Business – None
- b) New Business
 - 1. Approve Resolution 2023-37 Striping Quotes for Old Viking Blvd, 185th, 187th, and Clifton Road.

MOTION BY COUNCIL MEMBER RAINVILLE, SECOND BY ALDERS TO APPROVE RESOLUTION 2023-37 STRIPING QUOTES FOR OLD VIKING BLVD, 185TH, 187TH AND CLIFTON ROAD AWARDING THE CONTRACT TO SIR LINES-A-LOT LLC WITH AN ESTIMATED COST OF \$42,024.

Discussion: There are engineering costs associated with this project that should be included in this project. Does the budget have a line item for striping? Does the city have a plan for the roads that need it such as a 5-year plan? Engineering needs to be included in the estimates. When other road projects come up, the engineer and the city administrator need to be sure that

striping is included in the bids. The mayor made an assurance to the residents that there is no assessment to residents for this striping project.

AMEND THE MOTION TO INCLUDE THE ENGINEERING FEES FOR THIS PROJECT ON THE RESOLUTION (Estimated to be around \$1,800). VOTING ENSUED. MOTION CARRIED. 5 AYES.

2. Approve Resolution 2023-38 Approving Installation of a new culvert on Xenon Street and Authorizing the mayor to enter into contract with Dave Perkins Contracting Inc.

MOTION BY COUNCIL MEMBER BREYEN, SECOND BY RAINVILLE TO APPROVE RESOLUTION 2023-38 APPROVING INSTALLATION OF A NEW CULVERT ON XENON STREET AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH DAVE PERKINS CONTRACTING, INC. AMENDED RESOLUTION TO INCLUDE THE PRICING ON THE RESOLUTION.

Discussion: Are there any subcontractor invoices that need to be applied to this project? The mayor and administrator review all invoices from subcontractors before payment is sent. If any council members have any questions regarding invoices, feel free to contact Administrator Lehner.

VOTING ENSUED: MOTION CARRIED. 5 AYES.

3. Approve Resolution 2023-39 authorizing the first phase of patching repairs on Jasper Street to be completed by the Public Works Department.

The mayor explained that the city council is aware that Jasper Street is need of grinding, repairs and re-surfacing. The council had been hoping with the last census, the city would meet the population goal of 5,000+ people so the city would qualify for state aid to help fund the maintenance needed for this road, however, that was not the case. After receiving estimates from the city engineer of 1.6 million dollars, with the city paying 50% and the residents on that street paying 50%, the assessment would have been \$41,000 per property. That is not acceptable. Therefore, Public Works Supervisor Glaze has come up with a plan to patch the two (2) worst areas highlighted on the map in the packet. It will be done in phases starting this fall, making the patches, and letting it settle over the winter, with asphalt being applied next spring.

MOTION BY COUNCIL MEMBER RAINVILLE, SECOND BY BREYEN TO APPROVE RESOLUTION 2023-39 AUTHORIZING THE FIRST PHASE OF PATCHING REPAIRS TO JASPER STREET TO BE COMPLETED BY THE PUBLIC WORKS DEPARTMENT. MOTION CARRIED. 5 AYES.

4. Approval of Resolution 2023-40 Authorizing Memorial Park Baseball and Softball field repairs and safety upgrades and purchasing replacement equipment for field maintenance.

Council Member Breyen explained the damage and repairs needed to the fields. Discussion on how it will be done. How the damage occurred, and would it be advisable to look at concrete under the fencing bottom so lawn mowers/weed whipping would not damage it further.

MOTION BY COUNCIL MEMBER RAINVILLE, SECOND BY ALDERS TO APPROVE RESOLUTION 2023-40 AUTHORIZING MEMORIAL PARK BASEBALL AND SOFTBALL FIELD REPAIRS AND SAFETY UPGRADES AND PURCHASING REPLACEMENT FIELD MAINTENANCE EQUIPMENT. MOTION CARRIED. 5 AYES.

5. Approving Resolution 2023-41 Approving a Temporary Three Day On-Sale Liquor License for August 18-20, 2023 to the Ramsey Lions for the 2023 Nowthen Threshing Show.

Discussion asking if the city had received the application to send to the state and the insurance certificate. Council member Rainville stated they have always provided them in the past and she didn't expect a problem with it.

MOTION BY COUNCIL MEMBER ALDERS, SECOND BY FLADEBO TO APPROVE RESOLUTION 2023-41 APPROVING A TEMPORARY THREE DAY ON-SALE LIQUOR LICENSE FOR AUGUST 18-20, 2023, TO THE RAMSEY LIONS FOR THE 2023 NOWTHEN THRESHING SHOW – CONTINGENT UPON RECEIVING THE ORIGINAL LIQUOR LICENSE APPLICATION AND INSURANCE CERTIFICATE NAMING THE CITY AS AN ADDITIONAL INSURED. MOTION CARRIED. 5 AYES.

ITEM NOT ON THE AGENDA

Council Member Fladebo apologized to the council members and staff, but asked if she could bring up something. She has received multiple calls from residents complaining about large, overweight driving on Old Viking Blvd due to the detour due to work on County Road 5 by Anoka County. Deputy Chief Jacobson to mention to Nowthen Deputies to watch Old Viking for heavy trucks and public works to post weight limit signs on the road.

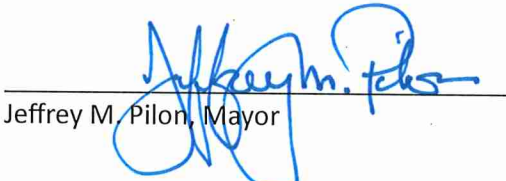
MOTION BY COUNCIL MEMBER ALDERS TO BREYEN, SECONDED BY FLADEBO TO ADJOURN.

The meeting adjourned at 8:40 PM.

Respectfully Submitted,



Scott Lehner, City Administrator



Jeffrey M. Pilon, Mayor