

Nowthen City Council
MINUTES
February 9, 2021

1. Meeting called to order at 7:04 pm.

Members attended: Mayor Pilon, Council Member Alders, Council Member Blake, Council Member Greenberg, Council Member Rainville (via telephone).

Also in attendance: City Clerk/Treasurer, Lori Streich; Lori Yager, RTY Consulting, and Sheriff's Commander Wayne Heath.

Councilmember Rainville amended the agenda to change a) Approve City Council Special Meeting Minutes should just say Approve City Council Meeting Minutes. Item c) and Item e) be pulled for discussion under #11.

MOTION BY BLAKE TO APPROVE TONIGHT'S AGENDA AS AMENDED, SECONDED BY ALDERS. ROLL CALL VOTE – All in favor. MOTION CARRIED.

2. Consent Agenda:

- a) Approve City Council Meeting Minutes of 01-12-2021.
- b) Financial Report: Approve Treasurer's Report, and Claims dated January 6, 2021 through February 2, 2021.
- c) Resolution 2021-07 Renewing the Contract with North Metro Animal Control
- d) RCA Requesting rescheduling of December Council direction regarding the development of policy for Ad-Hoc Committees to the March 9th, 2021 Council Meeting.
- e) RCA New City Website & City Facebook page
- f) RCA Authorizing the replacement of backup computer for the city office
- g) RCA Nowthen Heritage Festival Request for use of facilities & waiving of rental fees & deposits

MOTION BY RAINVILLE TO APPROVE CONSENT AGENDA, SECONDED BY BLAKE. ROLL CALL VOTE – All in favor. MOTION CARRIED

3. Floor Items

No floor items

4. Sheriff's Report

Commander Heath provided an update on calls for service, explaining that they had a busier month with 136 calls for service in Nowthen. Six of the calls were at the Bar-None facility.

Commander Heath will initiate a meeting with the Volunteers of America staff at the Bar-None facility, along with the Department of Human Services, City staff, and the Sheriff's Office to see what steps they are taking to improve the situation.

Commander Heath asked what the appropriate venue would be to discuss the contract between the Anoka County Sheriff's Office and the City of Nowthen. It was decided that the April work session before the regular city council meeting is the date that this will be discussed.

5. Quarterly Financial Reports

Financial Consultant, Lori Yager, explained the quarterly financial reports ending December, 2020 that were presented to Council. These are un-audited reports.

We are currently over budget in the general fund, but that has everything to do with the CARES Act Grant. The professional services budget line item is down approximately \$67,000, primarily because we are no longer using AEM for our Financial Services. Another contributing factor is that we hired a

different Building Official, which brought those costs down.

There are less Engineering and Assessing charges in the general fund this year. The Fire Department budget is up \$30,000 over last year, and we were aware that this was going to happen this year. Part of the reason for the increase in the Fire Department budget is the change that the City of Ramsey made in assigning duty crews.

We are using some of the reserves in the road and bridge funds to pay for the 2020 improvement costs, and will be issuing debt in 2021 to cover those costs, plus any of the 2021 improvement costs.

Once we receive the costs from the Engineer, we can move forward with issuing the debt.

Overall, the city will have excess fund balance this year compared to last year.

In regards to the Recycle Center, you would be safe going for a few more years even because you don't have large losses in any given year.

6. Planning & Zoning

- a) 5259 Viking Blvd Minor Subdivision
- b) Ordinance No. 2020-04 Amending Chapter 5, relating to snow removal
- c) Ordinance 2021-01 Repealing Ordinance 2020-07

MOTION TO APPROVE 5259 VIKING BLVD MINOR SUBDIVISION BY RAINVILLE, SECONDED BY BLAKE; ALL IN FAVOR, MOTION CARRIED.

Councilmember Rainville stated that during the City Council Work Session, Ordinance 2020-04 Amending Chapter 5, relating to snow removal was sent back to staff and should be tabled.

MOTION TO TABLE ITEM b) ORDINANCE NO. 2020-04 AMENDING CHAPTER 5, RELATING TO SNOW REMOVAL BY RAINVILLE, SECONDED BY BLAKE; ALL IN FAVOR, MOTION CARRIED.

Item c) Ordinance 2021-01 Repealing Ordinance 2020-07 was voted on at the January meeting and is for information only to see the cleaned up document.

7. Planning & Zoning Commission

- a) Commission Members
- b) Draft Applications
- c) Clerk's Memo

Chairman Ames provided additional information to Council that was included in the packet.

Councilmember Alders asked who would interview the Planning & Zoning Commission members. And wanted to know why Council wouldn't delegate that authority to the Planning & Zoning Commission. They have always done it in the past and Council just approved the decision.

Councilmember Rainville explained that as part of her initial RCA, there is a draft Planning and Zoning Commission appointment policy in which she had recommended that the Council interview the members. This is something that will need to be discussed at the Council Planning Session on Thursday, February 18th.

Time was spent reviewing the draft application provided by Councilmember Rainville and Council made changes as they saw fit.

Council then moved on to review the changes proposed by Councilmember Rainville on the Planning & Zoning Commission Policy.

MOTION BY RAINVILLE THAT COUNCIL DIRECTS STAFF TO POST THE PLANNING & ZONING COMMISSIONER OPENINGS ACCORDING TO THE DRAFT COMMISSION APPOINTMENT PROCEDURES THAT WAS E-MAILED ON 2/9/2021 AND INTERVIEWS WOULD NOT BE HELD UNTIL AFTER THE COUNCIL DISCUSSES AND AGREES UPON THE JOB DESCRIPTION, POSTING PROCEDURES, QUALIFICATIONS, AND INTERVIEW QUESTIONS AT THE FEBRUARY 18TH COUNCIL PLANNING SESSION, SECONDED BY ALDERS; ALL IN FAVOR, MOTION CARRIED.

8. Fee Schedule – Continuation

Regarding a process standpoint, Councilmember Alders asked why Council is involved in the fee schedule. His thought is that Clerk Streich should gather the information and provide it to Council for approval and then Council would vote on Streich's recommendations.

MOTION BY RAINVILLE TO TABLE THE FEE SCHEDULE UNTIL THE MARCH CITY COUNCIL MEETING SO COUNCIL CAN SEND INFORMATION TO CLERK STREICH, SECONDED BY PILON; ALL IN FAVOR, MOTION CARRIED.

9. Recycle Center Discussion

a) Anoka County 2021 Spring Fall Muni Recycling Drop off Days

Clerk Streich explained the Recycling Contract that the city received from Anoka County and verified that the city is abiding by the terms of the contract.

MOTION BY RAINVILLE TO APPROVE A MARCH 4, 2021 WORK SESSION TO DISCUSS THE RECYCLING CENTER HOURS, STAFFING, PROFIT/LOSS, AND IMPLEMENTATION OF RECOMMENDATIONS DISCUSSED DURING THE JULY 27, 2020 BUILDING TOUR. STAFF TO PROVIDE TOTAL LOADED LABOR COSTS ASSOCIATED TO STAFFING TO CENTER FOR THE CURRENT 21 HOURS THAT IS OPEN IN ADDITION TO AN OPTION FOR A 30 AND 35 HOUR COVERAGE BY MARCH 1ST TO COUNCIL. A BREAKDOWN OF WHETHER WE MAKE A PROFIT OR LOSS ON THE TYPES OF ITEMS WE ARE TAKING IN, SECONDED BY PILON;

Clerk Streich will put together a Powerpoint presentation and propose an appropriate date to present it to Council.

10. Employment & Personnel Policies

a) RCA – Councilmember Rainville

MOTION TO TABLE THE EMPLOYMENT & PERSONNEL POLICIES TO THE MARCH 9TH CITY COUNCIL MEET BY RAINVILLE, SECONDED BY PILON; ALL IN FAVOR, MOTION CARRIED.

11. Upper Rum River Watershed Management Organization

MOTION BY COUNCILMEMBER GREENBERG TO APPROVE THE UPPER RUM RIVER WATERSHED DISTRICT'S 2022 DRAFT BUDGET, SECONDED BY RAINVILLE; ALL IN FAVOR, MOTION CARRIED.

12. For the Good of the Council

a) Planning Commission allowed to hold Public Hearing in person at Historic Town Hall

b) Council Planning Session- Thursday, February 18 at 6:00 pm

MOTION BY PILON TO ALLOW THE PLANNING COMMISSION TO HOLD PUBLIC HEARINGS IN PERSON AT HISTORIC TOWN HALL, SECONDED BY BLAKE; ALL IN FAVOR, MOTION CARRIED.

MOTION BY PILON TO MEET FOR A COUNCIL PLANNING SESSION ON THURSDAY, FEBRUARY 18TH, AT 6:00 PM, SECONDED BY RAINVILLE; ALL IN FAVOR, MOTION CARRIED.

Item c) Resolution 2021-07 Renewing the Contract with North Metro Animal Control

Councilmember Rainville asked the following questions:

1. Does the city want to sign the 1 year or 2 year contract?

Clerk Streich will ask North Metro if there is a cost savings by signing the 2 year contract, and she has no issues with doing that since we've had good luck with North Metro so far.

2. Does the city want to contract with North Metro for private and commercial kennel inspections?

Clerk Streich mentioned that the commercial kennels are required to have an IUP in order to operate their business. Those inspections would typically be done by the city's Code Enforcement officer, who would also inspect that the IUP is being adequately followed. North Metro could take on the private kennel inspections at \$15.00/hour. It may be the best option to contract with North Metro for both private and commercial kennel inspections for the first year so that our Code Enforcement Officer has time to get caught up on the IUP's and CUP's.

3. If the city would like to contract with North Metro for Dangerous Dog Registration, what is the charge, who pays it, and what's done with the list?

4. What further action would be taken by the city if a citation is not paid, what does voluntary compliance mean?

Clerk Streich has a message out to North Metro to get these questions answered.

MOTION TO TABLE 2021-07 RENEWING THE CONTRACT WITH NORTH METRO ANIMAL CONTROL BY PILON, SECONDED BY ALDERS; ALL IN FAVOR, MOTION CARRIED.

Item e) RCA New City Website & City Facebook page

Councilmember Rainville has questions on the social media policy and hasn't had a chance to submit those questions to Clerk Streich, so she would like to table this item until she gets that chance.

MOTION BY RAINVILLE TO TABLE UNTIL SHE CAN SUBMIT HER QUESTIONS TO CLERK STREICH REGARDING THE SOCIAL MEDIA POLICY AND THE NEW WEBSITE, SECONDED BY PILON; MOTION RESCINDED DUE TO DISCUSSION.

Clerk Streich explained that the social media policy is the policy that this Council approved in 2020.

Councilmember Alders asked if Councilmember Rainville could work with Clerk Streich to answer her questions, then have Clerk Streich present the website at the March Council meeting. Clerk Streich confirmed that this has already been done, and it was already approved.

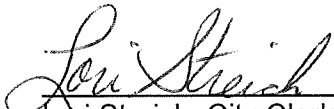
Pilon said that a Facebook page was discussed, but not the specifics of who, what, when or how.

MOTION TO LET THE NEW WEBSITE GO LIVE AND ALLOW STAFF TO COME BACK WITH A PROPOSAL ON WHAT FACEBOOK SHOULD LOOK LIKE BY ALDERS, SECONDED BY BLAKE; ALL IN FAVOR, MOTION CARRIED.

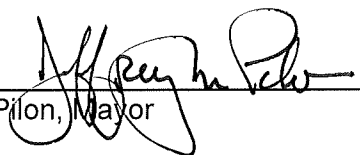
13. Adjourn

MOTION TO ADJOURN AT 10:00 PM BY ALDERS, SECONDED BY BLAKE; ALL IN FAVOR, MOTION CARRIED.

Respectfully Submitted,



Lori Streich, City Clerk/Treasurer



Jeff Pilon, Mayor