

Nowthen City Council
May 12, 2022
Regular Meeting Minutes

1. **CALL TO ORDER**

Mayor Pilon called the meeting to order at 7:01 pm
All present recited the Pledge of Allegiance

Present: Council Members Blake, Greenberg, and Rainville
Also in attendance: Interim City Administrator Boyles, Interim Deputy Clerk, Natalie Johnson,
City Planner, Liz Stockman, Lieutenant Bill Jacobson, Fire Chief, Dave Schmidt

APPROVAL OF THE AGENDA

MOTION BY COUNCIL MEMBER RAINVILLE SECOND BY BLAKE TO APPROVE THE AGENDA. MOTION CARRIED. 4 AYES

Council Member Alders joined the meeting at 7:04pm.

2. **CONSENT AGENDA**

MOTION BY COUNCIL MEMBER RAINVILLE AND SECOND BY GREENBERG TO APPROVE THE CONSENT AGENDA AS SUBMITTED. MOTION CARRIED. 5 AYES.

3. **FLOOR ITEMS**

NONE

4. **SHERIFF'S REPORT**

Lieutenant Bill Jacobson stated there were 93 Calls for service in April.
1 at Bar None.

Sherburne County had a chase through Nowthen – without incident in Nowthen.
1 car accident where a car ran a stop sign, significant injuries

The substation at the Nowthen Fire station is continuing to move forward.

Severe weather has impacted surrounding areas, Nowthen has been spared from major damage so far. Reminders: Be Sky Aware. Take watches and warnings seriously. Set phones to receive alerts. Readydoc.gov has great information as to how to prepare for severe weather.

The sheriff's department has a 24-hour emergency response for the Nowthen area along with the fire department and mutual aid resource.

5. **FIRE DEPARTMENT**

Chief Schmidt stated the fire department responded to 19 incidents in April. Average response time 10 minutes 1 second. This is down 4 minutes from the first quarter average.

Repeating what the Lieutenant stated with the 2 storms recently and another tonight to be Sky Aware.

He also reported they held a BBQ with firefighter families. It was well received by fire fighters.

Assistant Chief Schrag would like to be more involved in the community to help create positive relationships with the community and do more recruiting for daytime firefighters to help with daytime responses.

a) Approval of Resolution 2022-23 – Appointing Captains to the Nowthen Fire Department

Chief Schmidt stated Assistant Chief Schrag, Assistant Chief Lawrence and himself conducted interviews for Captains for the Nowthen Fire Department. There were 4 applicants for 3 positions. They identified strengths and areas for development in all candidates and have recommended the following:

- Mike Nelson – Operations Captain
- Mike Suchy – Fire Prevention/Education Captain
- Justin Petrick – Training Captain

Each of these appointees would receive \$3 per hour raise effective upon receipt of the personnel action form from Chief Schmidt to Administration.

MOTION BY COUNCIL MEMBER RAINVILLE, SECOND BY GREENBERG TO THE APPROVE RESOLUTION 2022-23 APPOINTING MIKE NELSON – OPERATIONS CAPTIAN, MIKE SUCHY – FIRE PREVENTION/EDUCATION CAPTAIN, AND JUSTIN PETRICK – TRAINING CAPTIAN EFFECTIVE UPON SUBMISSION OF THE PERSONNEL ACTION FORM FOR EACH APPLICANT FOR EACH APPOINTMENT BY CHIEF SCHMIDT TO ADMINISTRATION. MOTION CARRIED. 5 AYES.

The Council sent their congratulations to Mike, Mike, and Justin.

6. PLANNING AND ZONING

- a) Consider Approval of final plat and development agreement of Dryden Acres**
- b) Consider Approval of Amended CUP for an Extended Home Occupation, 6700 Viking Blvd.**

Planner Stockman stated she would recommend tabling A and B regarding Dreyden Acres, as there is no representative present. Mayor Pilon noted there are some areas to be completed on the City Council Findings & Decision #4 regarding storage amount and #12 discussing screening with the property owners. Planner Stockman agreed.

MOTION BY COUNCIL MEMBER ALDERS, SECOND BY BLAKE TO TABLE ITEMS A & B WITH THE UNDERSTANDING THAT ITEMS #4 AND #12 ON THE CITY COUNCIL FINDINGS AND DECISIONS WILL BE ADDRESSED BEFORE COMING BACK TO COUNCIL. MOTION CARRIED. 5 AYES.

- c) Consider Approval of Country View Acres 2nd Addition Preliminary Plat, Lot Width Variance and Vacation of DU Easement**

Applicants are present. The neighbor to the north has a small encroachment for the driveway – the applicants will create an out lot as part of the final plat. (Approximately .04 of an acre) so there won't be any issues down the line.

MOTION BY COUNCIL MEMBER RAINVILLE SECOND BY GREENBERG TO COUNTRY VIEW ACRES 2ND ADDITION PRELIMINARY PLAT, LOT WIDTH VARIANCE AND VACATION OF DU EASEMENT. MOTION CARRIED. 5 AYES.

d) Finn Variance for septic system setback, 19934 Birchwood Lane

This property will be a vacation home in Nowthen. They are replacing an existing septic system. There was not a variance for the setback variance on file and should have been. This one will run with the land.

MOTION BY COUNCIL MEMBER BLAKE SECOND BY RAINVILLE TO APPROVE FINN VARIANCE FOR SEPTIC SYSTEM SET BACK AT 19934 BIRCHWOOD LANE. MOTION PASSED. 5 AYES

e) Conditional Use Permit Verification Process

Planner Stockman will be conducting compliance inspections regarding properties with a CUP and/or a IUP. It was suggested she start with the twelve properties that have new owners and may not even know there is one on the property. She will educate property owners as to what it is and if they qualify to keep it with the property.

After discussion, the letters to go out to the property owners needs some revisions. Planner stockman will revise and send to Administrator Boyles to review and send to City Council for review and approval prior to sending to property owners.

Once Planner Stockman has worked with the 12 property owners, there will be a public hearing to revoke CUP and IUP from properties. Planner Stockman will try to do as many at one time as possible. This process would be at no cost to the property owners if completed in 2022.

Administrator Boyles recommends that for continuity's sake, Planner Stockman send the letters and follow through on this process with landowners, rather than delegating some of the functions to office staff.

Planner Stockman indicated City Council may receive calls regarding the letters once they are sent out – please feel free to have the property owners contact her.

7. ENGINEERING

a) Consider Approval of a five-year Capital Improvement Program 2022-2026

Mayor Pilon indicated this plan is only applies to Road Projects at this time. It does not include Parks, Equipment, Buildings, etc. given that roads are such a large part of the city infrastructure, it is appropriate that we start the capital improvement plan here.

Council Member Rainville confirmed that gravel roads will ultimately be part of the discussion as well. Dirt roads include culverts, ditching, and shaping.

MOTION BY COUNCIL MEMBER ALDERS SECOND BY GREENBERG TO APPROVE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM 2022-2026 (CITY BITUMINOUS ROADS). MOTION CARRIED. 5 AYES

b) Consider Approval of Geotechnical Exploration of Jasper Street.

Jasper Street is not in good shape. We need to know what the sub-base is to develop a

maintenance plan. There is a quote for \$8,970 from Haugo Geotechnical Services. It is recommended to move forward.

MOTION BY COUNCIL MEMBER BLAKE SECOND BY RAINVILLE TO APPROVE RESOLUTION 2022-24 - GEOTECHNICAL EXPLORATION OF JASPER STREET BY HAUGO GEOTECHNICAL SERVICES NOT TO EXCEED \$8,970.00 MOTION CARRIED. 5 AYES

- c) **Consider Approval of Awarding a Quote for Patching 185th Avenue, 187th Avenue and Clifton Avenue.**

Administrator Boyles is to verify with City Engineer Nelson that this quote includes Clifton and 187th. Resolution will need to be revised accordingly.

MOTION BY COUNCIL MEMBER ALDERS SECOND BY RAINVILLE TO APPROVE RESOLUTION 2022-25– APPROVING QUOTE BY NORTH VALLEY TO COMPLETE PATCHING REPAIRS ON 185TH, CLIFTON AND 187TH AT A COST NOT TO EXCEED \$35,768.00. MOTION CARRIED. 5 AYES

- d) **Consider Approval of Resolution 2022-26 Ordering Plans, Specifications and Soliciting Quotes for the 2022 Micro Surfacing Project.**

It is recommended that the city proceed with the Micro Surfacing Project to extend the life of the road 8-9 years.

Discussion on how residents will be notified if the project moves forward, why it is being done, why there is no charge to property owners, and when work would commence, etc.

MOTION BY COUNCIL MEMBER RAINVILLE SECOND BY BLAKE TO APPROVE RESOLUTION 2022-26 – ORDERING PREPERATION OF PLANS, SPECIFICATIONS AND SOLICITING QUOTES FOR 2022 MICRO-SURFACING PROJECT. MOTION CARRIED. 5 AYES

8. CITY COUNCIL

- a) **Status Report on City Administrator Search**

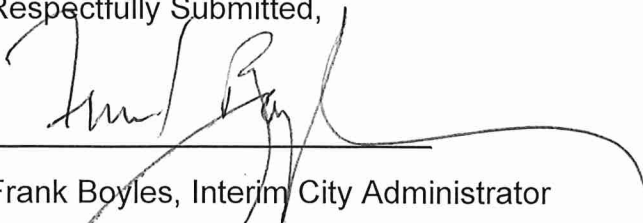
Administrator Boyles stated the Hiring Committee has done much work in this process; the City Council has approved DDA to move forward with the search was initiated last week. Pat Melvin has interviewed council, staff, and subcontractors about the position. A job description has been established along with the salary range and a timeline for hiring. A Community Profile has been developed, and the position has been posted.

At this time, Mr. Melvin has indicated 6 people have expressed an interest in the position. The posting closes May 31st. June 16th there will be special meeting to conduct video interview with candidates that will be numbered, not named. July 1st finalists will be chosen and July 11th the final candidate will be interviewed.

MOTION TO ADJORN BY COUNCILMEMBER RAINVILLE, SECOND BY BLAKE. MOTION CARRIED. 5 AYES.

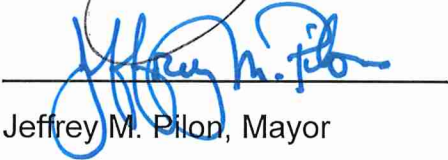
The meeting was adjourned at 8:21 pm

Respectfully Submitted,



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

Frank Boyles, Interim City Administrator



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

Jeffrey M. Pilon, Mayor