



Nowthen City Council
January 9, 2024
Work Session
5:00 pm
Regular Council Meeting
Immediately Following Work Session

1. Call to Order
 - Pledge of Allegiance
 - Roll Call
 - Approve Agenda
2. Work Session
 - a. Finalize Personnel Policy Updates Phase 1
3. Public Forum

The public forum is intended to afford the public an opportunity to address concerns to the City Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than three (3) minutes to speak. Topics of discussion are restricted to City governmental topics rather than private or political agendas. Topics may be addressed at the public forum that are on the agenda. However, topics that are the subject of a public hearing are best addressed at the public hearing, not at public forum. Therefore, topics may not be addressed at public forum if: (i) the topic has been the subject of a public hearing before the City Council or any City Advisory Committee and/or Commission and the Council has not acted on the topic; or (ii) if the topic is the subject of a public hearing for which notice has been published in the City's official newspaper, or a continued public hearing or public information hearing before the City Council or any City Advisory Committee and/or Commission. The City Council may discuss but will not take formal action on public forum presentations. Matters that are the subject of pending litigation are not appropriate for the forum.

4. Consent Agenda

Those items on the Council Agenda which are considered routine or non-controversial are included as part of the consent agenda. Unless the Mayor or a council member specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed on the council agenda under Items Removed Consent Agenda Items.

- a. Approval of City Council Meeting Minutes December 12, 2023 and Work Session Meeting Minutes December 14, 2023.
- b. Approval of Claims December 8, 2023 – January 5, 2024 and Treasurer's Report.
- c. Approval of Resolution 2024-XX Accepting a Dividend of \$1,127.00 from the League of MN Cities Insurance Trust.
- d. Approval of Resolution 2024-XX Designating the City Administrator as the city's responsible authority for 2024.
- e. Approval of Resolution 2024-XX establishing City Council Annual Appointments and Official Appointments to Commissions, Committees, Local Government Authorities and Official Designations for 2024.

- f. Approval of Resolution 2024-XX authorizing COLA and Merit increases based upon Administrator Lehner completing reviews per the 2024 Budget.
- g. Approval of Resolution 2024-XX approving a Request from the Heritage Festival Volunteer Committee to Waive Rental Fees, Deposits and Associated Costs Related to the 2024 Heritage Festival to include Financial and Staff Support.
- h. Approve Resolution 2024-XX Trading resources with the Nowthen Alliance Church.

5. Engineering

6. Fire Department

7. Sheriff's Department

8. Planning and Zoning

9. Administrator Update

- a. Reviews in process – 2023 staff performance reviews to be completed by January 31, 2024

10. City Council

a) **OLD BUSINESS**

1. Attorney Glaser Process for Uncompliant Properties
2. ATV Ordinance Update
3. Choose and Approve the Mayor to execute a contract with building official, code enforcement and septic compliance official. - In Process address at February Meeting
4. Fee Schedule Changes – In Process, Address at February Meeting

b) **NEW BUSINESS**

1. Approve Personnel Policy Updates Phase 1 with any approved changes.
2. Introduce new City Planner recommended by staff to fill the open planner position.
3. Approve Chief Schmidt and the personnel committee to create a job description and posting for a Fire Chief.
4. Joint Powers Agreement with Ramsey for Road Improvement Project.
5. 2024 Calendar

c) **ITEMS MOVED FROM CONSENT AGENDA (IF NEEDED)**

11. Adjourn



2023 Personnel Policy Proposed Updates

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January 9th Decisions:

1) PTO Decisions

Current Employees Hired prior to Nov 1st 2023:

- Current Employees more than 1 year service and less than 6, 8.33 hours per pay period. Employees with 15+ years, 11.66 hours per pay period.
- Existing contracts supersede this policy.
- At the end of 2024, pay out up to 200 hours, up to 40 hours can be rolled over.
- 2025 and beyond, all employees follow the 40 hour rollover max and 40 hour payout rule.

PTO during Probation and use before accrual:

PTO accrual based is based on hire (service) date and hours will accrue each per pay period. From the date of hire until their first anniversary, employees may only use PTO that has been accrued. After completing their first year of employment, employees can use PTO that has not been accrued. If PTO is used before it’s accrued and employee leaves the City, unaccrued hours will be deducted from the final paycheck.

PTO Rollover and Payout:

At end of fiscal year (Dec. 31st) employees may rollover up to 40 hours (5 days) and receive a payout of any remaining hours up to 40 hours (5 days). Any additional unused hours are lost.

PTO Payout upon termination: What should payout of unused PTO hours be at termination? 40 hours, 80 hours or other.

Current verbiage: **Employees leaving employment with the City in good standing are eligible to receive payout of any accrued, unused PTO up to 200 hours.**

New Employees hired after Nov 1st, 2023 PTO Accrual:

Completed Years of Employment	Days Accrued Per Year	Weeks Accrued per year	Hours Accrued per Pay Period	Hours Accrued per Year
Hire date to 1 year Anniversary	10	2	3.33	80
1st Anniversary to 2nd Anniversary	15	3	5	120
2nd Anniversary to 3rd Anniversary	20	4	6.67	160
3rd Anniversary to 5th Anniversary	25	5	8.33	200
6th Anniversary to 10th Anniversary	30	6	10	240
10th Anniversary +	35	7	11.67	280

2) Credit Card Limit

Determine spending amount. The amount an authorized card holder is allowed to spend per week before requiring prior City Council approval is current blank in the policy. **What amount can be spent before requiring prior City Council approval? Should different departments have different limits?**

Suggestion from Scott and Natalie:

Scott: \$10,000

Natalie: \$5,000

Joe: \$5,000

Dave: \$5,000

3) Personnel Committee vs Hiring Committee

If a Personnel Committee is desired instead of the current Hiring Committee, the definition and responsibilities need to be defined.

A previous change proposed by Council Member Rainville and approved on 11/27 states that an employee should contact the City Council. Should this be changed to Personnel Committee?

*Any person who feels that he or she has been discriminated against should contact their Supervisor, or the City Administrator. If the perpetrator is the City Administrator, the discrimination should be reported to the **City Attorney The City Council.***

4) Life Insurance Benefits

Decision made: \$20,000 Life Insurance with the option for the employee to pay for additional life insurance coverage.

Employees may pay more for additional life insurance, however all employees must make the same election.

Decisions made during 12/14 Meeting:

1) PTO Accrual

- 11 ½ Holidays in addition. If the office is closed, PTO can be used or unpaid
- 0-1 years 2 weeks (10 days) can only be used as it's accrued, 3.33 hours per pay period
- 1-2 years 3 weeks (15 days), 5 hours per pay period
- 2-3 years 4 weeks (20 days), 6.66 hours per pay period
- 4-5 years 5 weeks (25 days), 8.33 hours per pay period
- 6-10 years, 6 weeks (30 days), 10 hours per pay period
- 11+ 7 weeks (35 days), 11.66 hours per pay period
- Rollover at end of fiscal year up to 40 hours (5 days) and Payout remaining hours up to 40 hours (5 days). Additional hours are lost.

2) EMB vs Short Term Disability (Page 24)

12/14 City will adopt Short Term and Long Term Disability. EMB will be removed.

If Nowthen elects to continue with EMB instead of Sick leave or Short-term disability, the LMC has several questions that would need to be addressed in the policy on Eligibility and How/when it could be used. Additional questions can be found [HERE](#)

12/14 additional information on Short Term and Long Term

Short Term Disability pays 60%

Kicks in after 14 days. Lasts 11 weeks (77 days, plus the 14 waits = 91 days).

Long Term Disability pays 60%

Kicks in after 90 days, immediately after Short Term ends.

3) ESST accrual

City chooses to go with Option 2

Per Nowthen's current PTO policy, Full time employees do not need additional ESST benefits. Part Time employees will qualify for ESST beginning Jan 1, 2024.

Option 1) Front load 40 hours per part time employee and pay out each year.

Option 2) Accrue 1 hour for every 30 hours worked. 40 hours per year cap. Hours rollover to 80 hour max, not paid out. Once hours drop below 80, hours begin to accrue again.

If payroll software can manage, choose **Option 2** for 2024. Min shift for snow plowing is 4 hours for ESST

Option 3) Front load 80 hours, not paid out

4) Insurance Benefits

Short Term Disability, Long Term Disability, Life Insurance, Vision

The City chooses to offer City paid STD, LTD, and \$20,000 Life Insurance with the option for the employee to pay for additional life insurance coverage. Vision Eyewear will not be offered. If employees require prescription safety glasses, the city will subsidize with City Administrator's approval.

Job Title	STD Monthly Premium	LTD Monthly Premium	Life Insurance	Vision Eyewear
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Administrator	\$33.52	\$48.41	\$7.32	\$6.33
Financial Deputy Clerk	\$24.63	\$35.58	\$7.32	\$6.33
Maintenance Supervisor	\$23.24	\$33.57	\$7.32	\$6.33
Maintenance	\$18.37	\$26.64	\$7.32	\$6.33
Maintenance	\$18.37	\$26.64	\$7.32	\$6.33
Monthly Total	\$118.13	\$170.84	\$36.60	\$31.65

New Verbiage Added or Removed per 11/27 Meeting:

1) Overpayment Time Limit

The City has three years to identify an overpayment.

2) Training/Probationary Reviews

During the training/probationary period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and what needs improvement. A formal review with documentation will take place at three months. If at three months improvement is needed, all reviews going forward will be documented and added to the employee's file.

3) Good Standing

To leave in good standing, employees must return all city keys, credit cards, property, equipment, etc, have a satisfactory performance review, are not on an action plan and give proper notice.

4) Holidays

As they are not eligible to use PTO, a Training Employee may request unpaid days off surrounding a Holiday and still receive Holiday pay. The unpaid days must be requested in advance and have supervisor approval.

Employees who call in sick the day before or after a holiday will not be paid for the holiday.

Other than Christmas Eve, a Holiday that falls on a Saturday will be observed on the preceding Friday. A Holiday other than Christmas Eve, that falls on a Sunday will be observed on the following Monday.

Non-exempt Employees that are eligible for paid Holidays, who are not regularly scheduled to work on an **actual OR observed** Holiday but are authorized to do so by their Supervisor due to a City emergency, shall receive pay at one and one-half times (1½) times their regular hourly rate of pay in addition to their Holiday pay.

5) Smoking Verbiage

Furthermore, all City buildings and vehicles or equipment*, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a City facility or vehicle or equipment*. Employees 21 and over are allowed to smoke outdoors on City property, but only in areas designated for that purpose.

*Employees hired prior to 1/1/23 are grandfathered in for smoking in vehicles purchased prior to 1/1/23 provided there is only one person in the vehicle and windows are rolled down. No smoking is allowed by anyone in a city vehicle or equipment purchased after 1/1/23.

6) Open Door Policy

1. Commitment to open communication

The City of Nowthen's Open Door policy provides for a work environment where:

- open, honest communication between managers and employees is a day-to-day business practice
- employees may seek counsel, provide or solicit feedback, or raise concerns within the City
- the City Administrator holds the responsibility for creating a work environment where employees' input is welcome, advice is freely given, and issues are surfaced early and are candidly shared without the fear of retaliation when this input is shared in good faith

The Open Door Policy means that City Administrator is available when their office door is open or by setting up a meeting. Employees should feel comfortable speaking with them about any questions/concerns they have. In most cases, talking with the City Administrator is the most effective and efficient way to resolve issues. The City Administrator is typically the most direct source of information regarding an employee's job, policies and procedures. If the City Administrator is unable to provide assistance, or if the issue is regarding the City Administrator then the employee may discuss problems or suggestions with the City Council instead of, or in addition to, the City Administrator. Issues are usually resolved through this informal communication. If a satisfactory resolution is not reached at this level then complaints may be brought forward through the City's Grievance Policy.

2. Responsibilities

Employees are encouraged to meet and discuss suggestions, problems or concerns with the City Administrator. The City Administrator is expected to have an open door policy that is designed to encourage employees to bring forward any concerns or questions to them so that issues can be resolved constructively together. It is a violation of this policy to retaliate against anyone who brings a good-faith concern to the City Administrator's attention.

7) Grievance Policy

If an employee has a question or wishes to discuss a possible violation, they should first follow the Open Door Policy. If they are not comfortable with that approach for any reason, or if no action is taken, they can follow the Grievance Policy. This policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving grievances that cannot be resolved directly with the manager.

8) Compensatory Time

All 19 references to Compensatory Time have been removed.

9) Purpose

"City of Nowthen," and "City," are synonymous terms. The "Employer" referenced or implied in this policy is "The City Council."

10) Amendments

The City Council will approve all new or revised policies **and/or benefits** before they become effective. The City Administrator may direct the preparation of new or revised policies **and/or benefits and present to City Council**. When a new or revised policy **and/or benefits** is approved by the City Council, the City Administrator will file the amendment, and it will become part of **the rules this policy**.

11) Definitions

Duplicate Employee Removed

Added: Training Employee – An employee who is in the training (probationary) period of employment.

Policy Changes Made per 11/27 meeting:

1. Definitions from LMC not in Nowthen Policy*¹ - (Pages 7-8)

Added:

- a. **Authorized Hours:** The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.
- b. **Classification System** – A system intended to rank employee positions based upon job responsibilities and hours worked to assure uniform and fair job duties and benefits.
- c. **Core Hours:** *{Add additional verbiage}* Police, fire, and public works employees do not have core hours and work the schedules established by their supervisors.
- d. **Direct Deposit:** As permitted by state law, all city employees are required to participate in direct deposit.
- e. **FICA (Federal Insurance Contributions Act):** FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2 percent for Social Security and 1.45 percent for Medicare. The city contributes a matching 7.65 percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., those covered under a section 218 agreement.) These amounts may change if required by law.
- f. **Job Description** – A narrative description of the work responsibilities of the position which forms the basis of the classification plan.
- g. **Pay Period:** A fourteen (14) day period beginning at 12 a.m. (midnight) on Saturday through 11:59 p.m. on Friday, fourteen (14) days later. City Council and On-Call Firefighters are paid monthly.
- h. **Regular Employee** – An employee who has successfully completed the training (probationary) period and has been granted regular status by the city council.
- i. **Training/Probationary Period:** *{Replaced current verbiage}* A six-month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the city's selection process and is used by supervisors for closely observing an employee's work.
An employee serving the initial probationary period may be disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights. Nothing in this policy handbook shall be construed to imply after completion of the probationary period, an employee has any vested interest or property right to continued city employment.

2. Direct Deposit* - (Page 16)

Added: As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the city administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

3. Improper Deduction and Overpayment Policy*² (Page 16)

Added: In cases of improper overpayments, employees are required to promptly repay the city in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The city will not reduce an employee's pay without written authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year as it is identified. The City has three years to identify an overpayment.

4. Holidays*³ - (Page 22) Nowthen offers the following paid holidays

Added: Juneteenth – June 19

¹ <https://www.lmc.org/resources/hr-reference-manual-chapter-7-personnel-policies/> Personnel Policies Template, pages 18-22

² <https://www.lmc.org/resources/hr-reference-manual-chapter-7-personnel-policies/> Personnel Policies Template, pages 26

³ [New Juneteenth Holiday Will Be Effective This Year - League of Minnesota Cities \(lmc.org\)](#)

New Year's Day - January 1
 Martin Luther King, Jr. Day - 3rd Monday in January
 President's Day - 3rd Monday in February
 Memorial Day - last Monday in May
 Independence Day - July 4
 Labor Day - 1st Monday in September
 Veteran's Day - November 11
 Thanksgiving Day - 4th Thursday in November
 Day after Thanksgiving – 4th Friday in November
 Christmas Eve Day - December 24 ½ day if the 24th falls on a regular scheduled workday.
 Christmas Day - December 25

5. PTO - (Page 19-23) Per LMC, additional information should be addressed in the PTO policy:⁴

- a. **Added** (Page 19): Employees who discharged due to misconduct, inefficiency, incompetence, or violation of work rules will not be paid out any unused, accrued PTO.
- b. **Added** (Page 19): To leave in good standing, employees must return all city keys, credit cards, property, equipment, etc. have a satisfactory performance review, are not on an action plan and give proper notice.

Employees leaving employment with the City in good standing are eligible to receive payout of any accrued, unused PTO, up to 200 hours.

Employees who leave the City prior to completing six months of service are not eligible to receive any PTO pay upon termination.

- c. **Removed** (Page 21): All benefit eligible employees are required to take a minimum of five (5) consecutive days of PTO per calendar year.
- d. **Removed** (Page 22): All PTO will be accrued and used consistently with the Family Medical Leave Act.
- e. **Replaced with:** PTO can be used for any reason an employee needs to be away from work.
- f. **Removed** (Page 22): Accrued PTO can be used during the evaluation period(s).
- g. **Replaced with:** After six months of service, PTO leave may be used as it is earned, subject to prior approval by the employee's supervisor. PTO will accrue during this time during the first six months. Employees who leave the City prior to completing six months of service are not eligible to receive any PTO pay upon termination.
- h. **Decision Needed** (Page 23): Should PTO accrual change for new hires? Should Nowthen's PTO be split into Vacation, Sick and Funeral?

Current Benefit: Completed Years of Employment	Accrued Days Per Year	Accrued Hours Per Year	Accrued Hours Per Month
Hire date to 5 th Anniversary	24	192	16
5 th Anniversary to 10 th Anniversary	27	216	18
10 th Anniversary to 15 th Anniversary	30	240	20

⁴ <https://www.lmc.org/wp-content/uploads/documents/HRRM-Personnel-Policies.pdf> (Page 45)

15 th Anniversary +	33	264	22
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Vacation, Sick, Short- and Long-term disability, and Life Insurance Comparison

City/County	Vacation PTO 0-2 yrs.	Vacation PTO 2-5 yrs.	Vacation PTO 6-10 yrs.	Sick Leave	Short Term	Long Term	Life Insurance
Nowthen	24*	24	27	8 EMB	**	**	**
St. Francis	10	15	20	12	Yes	Yes	~
Zimmerman	10	10	15	12	~	Yes	25,000
Oak Grove	10*	15	20	~	Yes	Yes	20,000
City of Anoka	10	10	15	12	~	Yes	35,000
Minneapolis ⁵	12	12	15	12	Yes	Yes	50,000
St. Paul ⁶	10	10	15	14	Yes	Yes	varies
LMC ^{**7}	9.75	9.75	13	12	~	~	50,000
Anoka County ⁸	24*	24	27	8 EMB	~	~	~

* PTO ** Proposed Benefit *** LMC 9.75 in years 0-3; 13 in years 4-8, 16 in years 9-14

Request from 11/9, total days off offered by Nowthen today for a new hire:

11.5 days, 92 hours holidays

24 days, 192 hours PTO

8 days, 64 hours EMB

3 days, 24 hours Funeral

46.5 days, 372 hours Total possible. 35 days, 280 hours Guaranteed per year in holidays & PTO

6. Extended Medical Benefit (EMB) Decision Needed: (Page 24) *11/9, if Short Term is added, EMB is not needed* **This change would impact all employees, not just new hires**

Nowthen offers this income-protection benefit that is provided in lieu of short time disability insurance.

If Nowthen elects to continue with EMB instead of Sick leave or Short-term disability, the LMC has several questions that would need to be addressed in the policy on Eligibility and How/when it could be used.

Additional questions can be found [HERE](#)

12/14 additional information on Short Term and Long Term

⁵ <https://www2.minneapolismn.gov/government/departments/hr/benefits/>

⁶ <https://www.stpaul.gov/departments/human-resources/benefits/general-benefits-overview>

⁷ <https://mylmc.lmc.org/cms/board/lmcintranet/2021BenefitsSummary.pdf>

⁸ <https://www.anokacountymn.gov/3385/Full-Time-Employee-Benefits>

Short Term Disability pays 60%

Kicks in after 14 days. Lasts 11 weeks (77 days, plus the 14 wait = 91 days).

Long Term Disability pays 60%

Kicks in after 90 days, immediately after Short Term ends.

7. ESST Decision Needed

Per Nowthen's current PTO policy, Full time employees do not need additional ESST benefits. Part Time employees will qualify for ESST beginning Jan 1, 2024.

Option 1) Front load 40 hours per part time employee and pay out each year.

Option 2) Accrue 1 hour for every 30 hours worked. 40 hours per year cap. Hours rollover to 80 hour max, not payout. Once hours drop below 80, hours accrue again.

8. FMLA - (Page 27) ***11/9, LMC has conflicting information. City/Public employees are covered by FMLA, but employees are only eligible if they work in a location with more than 50 employees. 11/27 Clarification requested from LMC, awaiting a response. ***

Removed: In accordance with the Federal FMLA, the City will grant job protected, unpaid family and medical leave to eligible Employees in accordance with the City's FMLA Policy.

- a. Since Nowthen has less than 50 employees, Nowthen is not required to follow FMLA.⁹
- b. Nowthen can create a Medical Leave benefit of their choice as long as it is not titled "FMLA."
- c. MN's Paid Family and Medical Leave will be required as of January 1, 2026¹⁰.

9. Funeral Leave – (Page 27) ***11/9, If Nowthen splits benefits to Vacation and Sick time, funeral leave could be added back. 11/27 Comparable cities, LMC and Anoka county who offer PTO do not offer funeral in addition.***

Per the LMC, *Funeral leave can be difficult to administer because it requires the city to make subjective judgments about employees' personal lives.* ¹¹ *Traditional paid vacation, sick leave, and funeral leave programs are highly structured with many rules applied to their use. Some cities choose to provide employees with one kind of paid leave to be used for any reason an employee needs to be away from work.*

- a. **Removed:** All full-time Employees are entitled to three (3) work days of paid funeral leave upon the death of an immediate family member (father, mother, sister, brother, spouse, child, grandparent, grandchild or spouse's parents or grandparents).
Part-time Employees and seasonal Employees may use unpaid leave.

10. School Conference Leave*: ¹² (Page 27) ***Affirmed 11/9 & 11/27* UPDATED ***
Per recent MN State Statutes effective July 23rd, 2023

Added: Effective July 1, 2023, any employee may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use PTO hours for this absence but are not required to do so.

⁹ <https://www.lmc.org/wp-content/uploads/documents/HRRM-Personnel-Policies.pdf> (Page 47)

¹⁰ [Paid Family and Medical Leave Law - League of Minnesota Cities \(lmc.org\)](https://www.lmc.org/wp-content/uploads/documents/HRRM-Personnel-Policies.pdf)

¹¹ <https://www.lmc.org/wp-content/uploads/documents/HRRM-Personnel-Policies.pdf> (Page 44 and 45)

¹² <https://www.lmc.org/wp-content/uploads/documents/HRRM-Personnel-Policies.pdf> (Page 55)

11. **Reasonable Work Time for Nursing Mothers**^{*13} (Page 27) ***Affirmed 11/9 & 11/27* UPDATED ***
Per recent MN State Statutes effective July 23rd, 2023

Added: Nursing mothers and lactating employees will be provided reasonable paid break times (which may run concurrently with already provided break times) to express milk.

The city will provide a clean, private and secure room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

12. **Smoking Verbiage**^{*New Verbiage}¹⁴ : (Pages 14, 37) ***Affirmed 11/9*** **Note: the federal smoking age is now 21**

Changed: The city of Nowthen observes and supports the Minnesota Clean Indoor Air Act.

Employees under age 21 are prohibited from smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco while on duty.

Create a designated smoking area by recycling and fire station and one by the public works department with a container for cigarette butts.

Vehicle smoking details from Natalie.

Furthermore, all City buildings and vehicles*, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a City facility or vehicle*. Employees 21 and over are allowed to smoke outdoors on City property, but only in areas designated for that purpose.

***Employees hired prior to 1/1/23 are grandfathered in for smoking in vehicles purchased prior to 1/1/23 provided there is only one person in the vehicle and windows are rolled down. No smoking is allowed by anyone in a city vehicle purchased after 1/1/23.**

13. **Safety Shoes**^{*} – (Page 40) ***Affirmed 11/9 & 11/27* UPDATED ***

Changed: from City providing a new pair "every year" to "as needed as determined by City Administrator"

14. **Reprimands**^{*15} (Page 42) ***Affirmed 11/9 & 11/27* UPDATED ***

Per the LMC, a reprimand policy should include very specific requirements. LMC model verbiage is below:

- a. **Added: Oral/verbal:** This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

- b. **Written:** A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Written reprimands are issued by the supervisor with prior approval from the city administrator.

¹³ <https://www.lmc.org/wp-content/uploads/documents/HRRM-Personnel-Policies.pdf> (Page 52)

¹⁴ <https://www.lmc.org/resources/hr-reference-manual-chapter-7-personnel-policies/> Personnel Policies Template, pages 16

¹⁵ <https://www.lmc.org/resources/hr-reference-manual-chapter-7-personnel-policies/> Personnel Policies Template, pages 63

A written reprimand will: (1) state what happened; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. An employees' signature does not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

Serious infractions may require skipping either the oral or written reprimand, or both. The City Council may move to Suspension without pay or Discharge steps.

15. **Veteran's Preference in Discipline, Discharge or Job Elimination**^{*16} (Page 42-43) ***Affirmed 11/9 & 11/27* UPDATED ***

- a. **Added:** Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.
- b. **Added:** If the disciplinary action involves the removal of a qualified veteran, who has completed their initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

16. **Open Door Policy* New**¹⁷

1. Commitment to open communication

The City of Nowthen's Open Door policy provides for a work environment where:

- open, honest communication between managers and employees is a day-to-day business practice
- employees may seek counsel, provide or solicit feedback, or raise concerns within the City
- the City Administrator holds the responsibility for creating a work environment where employees' input is welcome, advice is freely given, and issues are surfaced early and are candidly shared without the fear of retaliation when this input is shared in good faith

The Open Door Policy means that City Administrator is available when their office door is open or by setting up a meeting. Employees should feel comfortable speaking with them about any questions/concerns they have. In most cases, talking with the City Administrator is the most effective and efficient way to resolve issues. The City Administrator is typically the most direct source of information regarding an employee's job, policies and procedures. If the City Administrator is unable to provide assistance, or is the issue is regarding the City Administrator then the employee may discuss problems or suggestions with the City Council instead of, or in addition to, the City Administrator. Issues are usually resolved through this informal communication. If a satisfactory resolution is not reached at this level then complaints may be brought forward through the City's Grievance Policy.

2. Responsibilities

Employees are encouraged to meet and discuss suggestions, problems or concerns with the City Administrator. The City Administrator is expected to have an open door policy that is designed to encourage employees to bring forward any concerns or questions to them so that issues can be resolved constructively together. It is a violation of this policy to retaliate against anyone who brings a good-faith concern to the City Administrator's attention.

17. **Grievance Policy* New Verbiage**¹⁸ (Page 44-45) ***Affirmed 11/9***

¹⁶ <https://www.lmc.org/resources/veterans-preference-in-discipline-discharge-or-job-elimination/>

¹⁷ <https://blog.hubspot.com/marketing/open-door-policy>

¹⁸ <https://www.lmc.org/resources/hr-reference-manual-chapter-7-personnel-policies/> Personnel Policies Template, pages 64

11/27 Draft alternative continuous improvement process verbiage. See Open Door Policy

New Verbiage: *If an employee has a question or wishes to discuss a possible violation, they should first follow the Open Door Policy. If they are not comfortable with that approach for any reason, or if no action is taken, they can follow the Grievance Policy.* This policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving grievances **that cannot be resolved directly with the manager.**

Per the LMC, a Grievance policy should include very specific requirements. LMC model verbiage is below.

Changed: Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, to the proper supervisor within twenty-one days after the alleged violation or dispute has occurred.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the city administrator within seven days after the supervisor's response is due. The city administrator or their designee will respond to the employee in writing within seven calendar days. The decision of the city administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Waiver: If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

18. **City Credit Card Decision Needed-** (Page 45) ***11/9 & 11/27, decision still needed. In addition, should different amounts be determined for different departments? ***

- a. Determine spending amount. The amount an authorized card holder is allowed to spend per week before requiring prior City Council approval is current blank in the policy. What amount can be spent before requiring prior City Council approval?

Response: _____

19. Compensatory Time

Additional changes per guidance from LMC:

1. **Training/Probation reviews New Verbiage:**¹⁹ (Page 13) ***Affirmed 11/9***

Added: During the training/probationary period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and what needs

¹⁹ <https://www.lmc.org/resources/hr-reference-manual-chapter-7-personnel-policies/> Personnel Policies Template, page 30

improvement.

Formal review with documentation at three months. If at three months, improvement is needed, reviews going forward will be documented and added to the employee's file.

Other Changes made to the existing policy:

19. **City Administrator** - Updated all references to City Clerk/Treasurer to City Administrator *Affirmed 11/9*
20. **Scope:** The personnel policy will not apply to independent contractors (Page 5) *Affirmed 11/9*

1. EMB Questions

- a. EMB states it may be used in the event of an illness or injury of their own or an immediate family member. Which family members are eligible?
- b. Which employees are eligible for EMB?
- c. How is EMB accrued? (i.e. a certain number of hours accrued per pay period or all days front loaded at the beginning of each calendar year.)
- d. Policy states an employee must use 40 hours of PTO before using EMB. What if an employee does not have 40 hours of PTO available at the time of requesting EMB?
- e. How does an employee request EMB?
- f. EMB states it may be used in the event of an illness or injury. What documentation is needed to confirm illness or injury? Policy mentions "release of information and a Medical Certification".

Nowthen City Council

December 12, 2023

Public Hearing & Regular City Council Meeting Minutes

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 6:00 p.m.

All present recited the Pledge of Allegiance.

Administrator Lehner called Roll Call.

Present: Mayor Pilon, Council Members Fladebo, Rainville, Breyen and Alders.

Also Present: Chief Deputy Jacobson, Planner Stockman, Deputy Clerk Johnson and Administrator Lehner.

2. 6:00 Public Hearing

Called to order at 6:02 p.m.

No public comment at this time.

a) The mayor went through the proposed budget, general fund, debit service, recycling center and the preliminary levy adopted on September 20th, 2023, as per Financial Consultant Lori Yager had prepared. The mayor reminded the viewers online that the city receives approximately \$.21 per tax dollar collected with your property taxes. The remaining balance per dollar goes to other places, Anoka County and School Districts.

Public Hearing Closed at 6:17 p.m.

b) Approval of Resolution 2023-71 Adopting the final levy for 2024

c) Approval of Resolution 2023-72 Adopting the budget for 2024

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY BREYEN TO APPROVE RESOLUTION 2023-71 ADOPTING THE FINAL LEVY FOR 2024 AND RESOLUTION 2023-72 ADOPTING THE BUDGET FOR 2024. 5 AYES. MOTION CARRIED.

3. PUBLIC FORUM

NONE

4. CONSENT AGENDA

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

5. PLANNING AND ZONING

a) Consider Approval of Mackenzie Hills Preliminary Plat, Engen Blvd.

Planner Stockman explained the Findings & Decision Preliminary Plat Conditional Use Permit for Dan and Jill Gustafson located 20840 Engen Blvd in Nowthen. This was discussed at the Planning and Zoning Joint Meeting with the city council on November 28, 2023.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY FLADEBO TO APPROVE THE MACKENZIE HILLS PRELIMINARY PLAT SUBJECT TO THE CONDITIONS AS OUTLINED IN THE ATTACHED CITY COUNCIL FINDINGS, AS MAY BE AMENDED. 5 AYES. MOTION CARRIED.

b) Consider approval of Interim Use Permit to allow operation of Northern Pavement Maintenance at 19800 St. Francis Blvd with associated outdoor storage of vehicles, materials, and equipment.

Planner Stockman provided additional information as requested at the Planning and Zoning Meeting on 11/28/23. Planner Stockman stated the applicant was correct, water from the site drains to the pond and does not head into Ford Brook. Planner Stockman explained the city council could require more screening or fencing. There was additional discussion regarding drainage and screening the property. Planner Stockman noted this is a busy corner, could all be commercial zoned, and that the planning and zoning commission was discussing reducing screening from 100' to something less for residential zoning. The findings state the property could not be leased to other residents and/or businesses. Discussion to add to the findings that the trees need to be maintained for the life of the business.

MOTION BY COUNCIL MEMBER RAINVILLE, SECOND BY ALDERS, TO APPROVE THE INTERIM USE PERMIT FOR JACOB KROGSTAD SUBJECT TO THE CONDITIONS AS OUTLINED IN THE CITY COUNCIL FINDINGS TO INCLUDE MAINTENANCE OF THE SCREENING TREE LINE FOR THE LIFE OF THE BUSINESS AND TO MAKE NO LEASING A PART OF THE CONDITIONS. 4 AYES. COUNCIL MEMBERS RAINVILLE, ALDERS, FLADEBO AND BREYEN 1 NAY. MAYOR PILON. MOTION CARRIED.

c) Consider approval of Resolution 2023-80 authorizing Bridget Mueller to convert an existing single family residence to an accessory building.

Planner Stockman stated that Ms. Mueller will be disconnecting services that make the home livable including abandoning the septic so the current home would become an accessory building. The intent is to build a home further back on the property. The current building will be maintained as an accessory building and the existing sheds on the property are not an issue.

MOTION BY COUNCIL MEMBER BREYEN, SECOND BY ALDERS TO APPROVE RESOLUTION 2023-80 AUTHORIZING BRIDGET MUELLER TO CONVERT AN EXISTING SINGLE-FAMILY RESIDENCE INTO AN ACCESSORY BUILDING AT 20421 ENGEN BLVD, SUBJECT TO THE PROVISIONS OUTLINED. 5 AYES. MOTION CARRIED.

d) Consider proposed language changes and scheduling a public hearing for Ordinance Amendment 2024-01 regarding street construction standards (deferral of street paving CUP).

Planner Stockman stated the issues with the current ordinance regarding street construction and deferring street construction when approving plats. McKenzie Hills is intended for family homes, not a subdivision for development. A driveway serving 1-2 residential driveway could be 12' in width, a driveway serving 3, requires a 20' road. The 4th home triggers a full public road of 66'. After additional

discussion, the council believes that this issue deserves additional research. The staff is instructed to have Attorney Ruppe draft an agreement for McKenzie Hills detailing who will be paying for a road once a 3rd and the 4th home triggers a full public road of 66'. There was discussion whether larger ponds should be part of the easements now as if a 4th lot was there so the base for the road would be the correct width and the ponding should be the correct size for storm water drainage.

MOTION BY MAYOR PILON, SECOND BY BREYEN TO DIRECT STAFF TO PUBLISH FOR A PUBLIC HEARING FOR ORDINANCE 2024-01 INCLUDING ANY CHANGES ONCE ALL THE QUESTIONS ARE ANSWERED BY ATTORNEY RUPPE. 5 AYES. MOTION CARRIED.

e) Attorney Glaser Process for Uncompliant properties. – NO RESPONSE.

6. **ENGINEERING** – None

7. **FIRE DEPARTMENT**

For the month of November 2023, the fire department responded to 21 incidents (1 less than the previous month) with an average response time of 14 minutes and 29 seconds (39 second reduction from October). The average number of firefighters attending calls for service was 4. The fire department reports no dollar loss from fires during the month of November. The fire department assisted other agencies 1 time this month (Oak Grove).

a On November 17th, the fire department along with several other agencies were dispatched to a report of motor vehicle accident with injuries. Upon arrival it was discovered that a van and a truck towing farm equipment had collided. The driver of the van was pronounced dead on scene and 3 other occupants of the van were transported to the hospital for evaluation and treatment.

On November 19th and again twice on November 20th, the fire department responded to a home on the 6800 block of Norris Lake Rd for a "lift assist." This is when someone is unable to get themselves off the floor for what could be several reasons. Due to the frequency of calls in the short time period, the fire department consulted with family to have this person transported to the hospital as their physical ability has been in decline. Over the year, the fire department has responded to similar incidents at this address 7 times in total. The fire department plays a pivotal role in early identification and advocating for residents attaining the next level of care and service for the life stage.

The mayor indicated with the new records management system coming the reports coming from the fire department should have more detail and accuracy coming in 2024.

8. **SHERIFF'S DEPARTMENT**

Presented by Chief Deputy Jacobson.

Calls for Service

Sheriff's deputies responded to 119 calls for service. Total for 2023 is 1,321 calls, which is 108 calls over the 2022 year to date total.

November 2023 calls for service included:

2 to Bar None

6 Alarms

14 Medicals

12 Animal Complaints

Bar None

On 11/07/2023 at 12:00 AM, ACSO was notified of two juveniles who had left the property on foot. Both left in warm weather clothing. A search of the area was conducted. One juvenile was located at the Kwik Trip in Saint Francis after he called Bar None from the gas station to turn himself in. The other male was found to have been picked up by his girlfriend. He was entered as a runaway.

On 11/09/2023 at 11:25 AM, ACSO responded to the facility on a report of a runaway juvenile. The juvenile was located across the street from the facility. A deputy spoke with the juvenile, and she agreed to go back to the facility without incident.

Noteworthy Incidents

On 11/05/2023 at 5:29 PM, ACSO was notified of a possible kidnapping in the 9200 block of 188 Avenue in the City of Nowthen. The reporting party indicated he had received a call from his wife's phone number and spoke with unknown suspects who said they had taken his wife and demanded his banking information to have her released. While coordinating a response, deputies determined the potential victim was in Maple Grove and was fine. This appeared to be a phone spoofing/scam attempt. There are no suspects currently.

On 11/07/2023 at 5:49 PM, ACSO was notified of a burglary at Nowthen Storage in the 19900 block of Iguana Street NW. The victim reported finding an unknown lock on her unit. After she was able to make entry, she found multiple items missing including tools, and a 50-inch TV. There are no suspects currently. Another burglary occurred at the location on 11/25/2023.

There was discussion regarding the uptick in burglaries, especially at the storage facilities. It is difficult to determine when the thefts have occurred. Chief Deputy Jacobson will discuss with the investigators to talk to the owners of the storage facility about security of the facility, are the codes for the gate to know who is coming and going? Is there a way to be more proactive?

On 11/11/2023 at 7:05 AM, ACSO was notified of a burglary at a business in the 8100 block of Viking Blvd. NW. The reporting party, an employee, reported arriving at work to find the power out in the building. She also found that entry had been made into the building and a safe was taken. This is an active investigation.

On 11/14/2023 at 9:18 PM, deputies responded to the 8400 block of 211 Avenue NW on a report of a protection order violation in progress. The suspect, an adult male, was seen on video surveillance on the property. Deputies arrived and searched the area. They located the male in the barn and he was arrested. He was booked at the Anoka County Jail on charges of violating an order for protection.

On 11/17/2023 at 7:59 PM, ACSO responded to the 22700 block of Jarvis Street NW on a report of a crash with injuries. The initial investigation showed that an adult male driving a pickup truck towing a large piece of equipment was traveling southbound on Jarvis Street NW. An adult male driving a minivan with an adult female and two juvenile passengers was traveling northbound on Jarvis Street NW, when the front of the van crashed into the equipment being towed by the pickup truck. The driver of the van was declared deceased at the scene and the three passengers were transported to a local hospital. The driver of the pickup truck was not injured. The occupants of the van were all residents of Zimmerman. This is an active investigation.

On 11/25/2023 at 7:52 PM, deputies responded to the 5300 block of 189 Avenue NW on a report of a crash. The driver of the vehicle, and 18-year-old male, reported he was traveling at approximately 55 miles per hour when an oncoming vehicle crossed the centerline. The male reported he swerved to avoid a head-on crash, which caused him to leave the roadway, travel down into the ditch, and then launch over the embankment. The vehicle damaged trees that were 8-10 feet in the air and landed approximately 30 yards into the trees. The male was transported to a nearby hospital for medical care. At the time of the crash, there was light snow falling. Assistance was needed to clear a path for the vehicle to be removed from the trees. A stop sign was also damaged.

Also, Nowthen's very own Deputy Fjeld had responded to two (2) men having gone through the ice on the lake off of Garnett Street. SFPD and NFD also responded. As Deputy Fjeld is highly trained in water rescue and ice rescue and being the most qualified on site to decide the course of action, he proceeded with an ice rescue with his rope and assistance from other responders. The vehicle of choice for this type of rescue is the fan boat, but it had to come from Andover. The men had been in the water and were able to get into a canoe that was pushed out to them, but Deputy Fjeld believed hypothermia was setting in & they needed immediate help. The rescue was completed, and both men were transported to Mercy Hospital. ICE IS NOT SAFE AT THIS TIME. PLEASE BE EXTREMELY CAREFUL AND BE SURE TO CHECK THE ICE DEPTH BEFORE VENTURING ON. The mayor stated the city of Nowthen would like to participate in any recognition Deputy Fjeld will be receiving from ACSO or the city would like to do something on our own to recognize him. The city of Nowthen thanks Chris for his heroism.

9. ADMINISTRATORS UPDATE

a) After many applications and interviews, we have two (2) new part-time administrative assistants to be introduced to the city council.

Sue Schmit introduced herself, stated she is Nowthen resident, and she is very happy to be here! She has worked with the Heritage Festival and participated in the Threshing Show. She and her husband sold their business, and she is happy to work part time with the city.

Chris Riley introduced herself, stated she is an Elk River resident, and she is grateful for the opportunity. She and her husband are in the process of closing their business and she is looking forward to working part time with the city.

Administrator Lehner stated the city would not be replacing Madeline Greenberg as with these two new employees, they will be working up to 30 hours per week each, equivalent to 60 hours per week of administrative help. Which is what the position was with one full time employee and Madeline's part time job. Administrator Lehner thanked the Personnel Committee, (Mr. Mayor and Council Member Fladebo) for taking all the necessary time for interviewing and we are very excited to have Sue and Chris on the city staff team.

b) Administrator Lehner invited the city council to a Holiday Potluck party on Tuesday December 19th at 1:00. Please RSVP to Sue at the city office by Monday.

10. CITY COUNCIL

Presentation by Rum River Consultants

Presentation by MnSpect

Discussion ensued over what services MnSpect can offer and did not inform the city of. Scott Qualle stated that MnSpect could offer the same services as Rum River Consultants, the services staff was most interested in having. Paying online, all permits submitted online and bypass city staff for entering over the counter permits.

MOTION TO POSTPONE CHOOSING A BUILDING OFFICIAL UNTIL STAFF CAN COMPARE APPLES TO APPLES BETWEEN THE TWO PRESENTERS AS STAFF WAS UNAWARE OF SOME OF THE SERVICES MINSPECT CAN OFFER. STAFF TO WORK WITH MINSPECT TO EXTEND THE CONTRACT BY 60 DAYS UNTIL A RECOMMENDATION CAN BE MADE TO CITY COUNCIL. 4 AYES. MAYOR PILON, COUNCIL MEMBERS ALDERS, FLADEBO AND RAINVILLE. 1 NAY. COUNCIL MEMBER BREYEN. MOTION CARRIED.

a) OLD BUSINESS

1. Bar None Compliance – On Going
2. ATV Ordinance – On Going

b) STATUS OF ACTION ITEMS

1. Update Fee Schedule – in progress

c) NEW BUSINESS

1. Holiday Hours:

City office Closed December 27th – January 2nd. Re-open on Jan. 3rd.

Recycling Center Dec. 26th Open 9-5, Closed Dec. 27,28,29. Open Dec. 30th 9:00-3:00, Open January 3rd, 2024 Normal Hours

Full-Time Staff will use PTO for office closed days other than Holiday's
If there is snow, the maintenance staff will plow.

Discussing longer hours and double staff on 30th and 3rd at the recycling center. Administrator Lehner is directed to talk to recycling staff to see if they are willing/able to come in at 9:00 am on Dec. 30th instead of 11:00 a.m.

MOTION BY COUNCIL MEMBER ALDERS, SECONDED BY RAINVILLE AUTHORIZING THE CLOSED DAYS OF THE CITY OFFICE AS PRESENTED AND ADDITIONAL STAFFING HOURS IF RECYCLING STAFF IS AVAILABLE FOR A FEW EXTRA HOURS AS PRESENTED. 5 AYES. MOTION CARRIED.

2.) Recycling RCA & Resolution 2023-78 regarding a grant for recycling.

Council Member Rainville explained the grant was denied but will be re-submitted next year. With that said, she would still like to address parts of the RCA; Approve the purchase of two scales for weighing household and vehicle batteries, plastic bags, and cords, not to exceed \$150.00, Accept the donation of new interior recycling signs from Anoka County and authorized Council Member Rainville to research what other Anoka County cities are doing regarding licensing haulers and provide updates to the city council.

MOTION BY COUNCIL MEMBER RAINVILLE, SECONDED BY MAYOR PILON TO APPROVING THE PURCHASE OF TWO SCALES AS PRESENTED NOT TO EXCEED \$150, ACCEPT THE DONATION OF INTERIOR RECYCLING SIGNS FROM ANOKA COUNTY AND AUTHORIZE COUNCIL MEMBER RAINVILLE TO RESEARCH AND UPDATE THE COUNCIL ON WHAT OTHER ANOKA COUNTY CITIES ARE DOING REGARDING LICENSING HAULERS. 5 AYES. MOTION CARRIED.

MOTION TO ADJOURN BY COUNCIL MEMBER RAINVILLE, SECONDED BY MAYOR PILON. 5 AYES. MOTION CARRIED.

Meeting adjourned at 9:26 p.m.

Respectfully Submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

DRAFT



FLOOR ITEMS

SIGN - IN SHEET

Meeting: Public Hearing & Council Meeting Date: 12/12/23

PLEASE PRINT

	NAME	ADDRESS
1.	Andy Schroeder	32134 111 1/2 ST BALDWIN / RIM RIVER CONSULTANTS
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SIGN - IN SHEET

Meeting: Public Hearing Date: 12/12/23
& Council Meeting

PLEASE PRINT

	NAME	ADDRESS
1.	Steve & Sue Schmid	6232 191 Lane NW Nowthen
2.	Jacob Kroghstad	19800 Saint Francis Blvd
3.	Timothy Maeller	20421 Engen Blvd NW Nowthen
4.	Mary Mueller	20421 Engen Blvd NW Nowthen
5.	Chris TR	19644 Elgin Circle ER
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Nowthen City Council

December 14, 2023
Work Session
Meeting Minutes

1. CALL TO ORDER

Mayor Pilon called the meeting to order at 5:00 p.m.

Administrator Lehner called Roll Call.

Present: Mayor Pilon, Council Members Fladebo, Rainville, Breyen and Alders.

Also Present: Special Projects Manager Genevieve Hirschboeck, Deputy Clerk Johnson, and Administrator Lehner.

2. Fire Department Contract

The negotiated price for the 2024 contract with the City of St. Francis to continue to assist the Nowthen Fire Department is \$35,000. The intent of this contract is transition out from the need for additional service support from SFFD. Chief Schmidt is to help develop a job description and posting.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY RAINVILLE TO APPROVE THE AGREEMENT FOR FIRE DEPARTMENT MANAGEMENT SERVICES BETWEEN THE CITY OF NOWTHEN AND THE CITY OF ST. FRANCIS FOR THE YEAR OF 2024. 5 AYES. MOTION CARRIED.

3. PERSONNEL POLICY UPDATE CONTINUES.

PM Genevieve Hirschboeck went through the changes approved at the last work session to verify the changes.

Discussion – for number 6 – Open Door Policy – is it better to have a “personnel committee” that employees can go to if going to the supervisor or administrator are not able to help or if the problem has to do with the administrator?

ACTION ITEM: 2024 Personnel Committee members and define Personnel Committee responsibilities. If it's decided employees can reach out to the Personnel Committee if needed, we will update the Discrimination Section on page 9 to Personnel committee instead of City Council as well.

Much discussion ensued regarding ESST, PTO vs Vacation and Sick time. Whether or not current employees will move to a new plan or be “grandfathered in”.

Part-time and seasonal employees will earn ESST.

Discussion continued on the subject of paying out PTO, paying out unused sick leave, front loading or accrual basis for ESST.

Funeral leave and discussion that the Administrator is under contract, therefore, untouched by any changes in policy.

Discussion move Natalie's accrual to 3-5 years accrual.

Discussion to allow 40 hour rollover and payout 40 hours of PTO at the end of the year or any combination of those numbers – Anything over 80 hours not used, will be lost as of 12-31-2024.

Discussion on the current EMB, short term disability, long term disability and offering life insurance. City to pay for 20K in life insurance, but see if we can offer higher amounts to employees to pay at employee cost.

1) PTO

Final Discussion Approved: Nowthen will continue with PTO, instead of breaking out time off into Vacation and Sick.

Completed Years of Employment	Days Accrued Per Year	Weeks Accrued per year	Hours Accrued per Pay Period	Hours Accrued per Year
Hire date to 1 year Anniversary	10	2	3.33	80
1st Anniversary to 2nd Anniversary	15	3	5	120
2nd Anniversary to 3rd Anniversary	20	4	6.67	160
3rd Anniversary to 5th Anniversary	25	5	8.33	200
6th Anniversary to 10th Anniversary	30	6	10	240
10th Anniversary +	35	7	11.67	280
At end of fiscal year (Dec. 31 st) Employees may rollover up to 40 hours (5 days) and Payout remaining hours up to 40 hours (5 days). Additional unused hours are lost.				

The city council is directed by the mayor to sleep on this PTO schedule.

- Current employees with more than 10 years will be accruing at the 10th Anniversary +;
- Current employees 2+ years would be under 3-5 Anniversary.
- New employees after 9-1-23 would be on Hire Date to 1st Anniversary using this start date of seasonal employment.
- City administrator to remain under his contract terms – (same as 3-5 – until his 6th anniversary).

PTO will include any bereavement pay meaning if you have a funeral to attend, take a PTO day. Funeral Leave will be removed from the Personnel Policy.

Long time employees would have until end of 2024 to get PTO balance down to 80 hours or take a one-time payout up to 200 hours if not used. For all employees on 12/31/25 – any hours over 80 hours will be lost.

Does this apply to all employees?

2) EMB vs STD

Nowthen will offer Short Term Disability for all benefit eligible employees. EMB will be removed from the Policy. Any accrued EMB hours will be removed once STD is in place.

3) ESST

Part-time and seasonal employees will accrue 1 hour of ESST for every 30 hours worked. This can be selected for each applicable employee with the current payroll software.

Full Time Employees are covered by the current PTO policy. Natalie will update payroll software to accrue and report PTO hours on every paycheck instead of monthly.

4) Additional Insurance Benefits.

Nowthen will add City Paid Short term disability and long-term disability insurance, add \$20,000 in life insurance for full-time employees, with the option of employees to add additional amounts if desired.

If the city administrator determines that safety glasses are necessary, a stipend each year will be provided to help purchase them. Vision Eyewear coverage will not be added.

ACTION ITEM: CAN EMPLOYEES PURCHASE MORE LIFE INSURANCE

Discussion with Bill Singer: Yes, each employee can choose to add life insurance, but only if all do it. (there is a minimum of 5 employees to add additional life insurance on and we only have 5 employees eligible for benefits).

ACTION ITEM: NEED TO DETERMINE MATERNITY AND PATERNITY LEAVE.

MOTION TO ADJOURN.

The meeting was adjourned at 8:35 p.m.

Respectfully Submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

(HB)

Claims & Treasurer

Report to follow

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



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

RESOLUTION No. 2024-XX

A RESOLUTION APPROVING THE ACCEPTING OF A DIVIDEND CHECK FROM THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST PROPERTY/CASUALTY PROGRAM.

WHEREAS, the League of Minnesota Cities Insurance Trust's property/casualty program has sent a check to the city of Nowthen in the amount of \$1,127.00 as the city's share of a \$3 million dividend, and;

WHEREAS, the staff recommends accepting this dividend check in the amount of \$1,127.00.

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 thankfully acknowledges and accepts the \$1,127.00 dividend check from the LMC Insurance Trust.

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 9th day January of 2024.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

DIVIDEND ANNOUNCEMENT

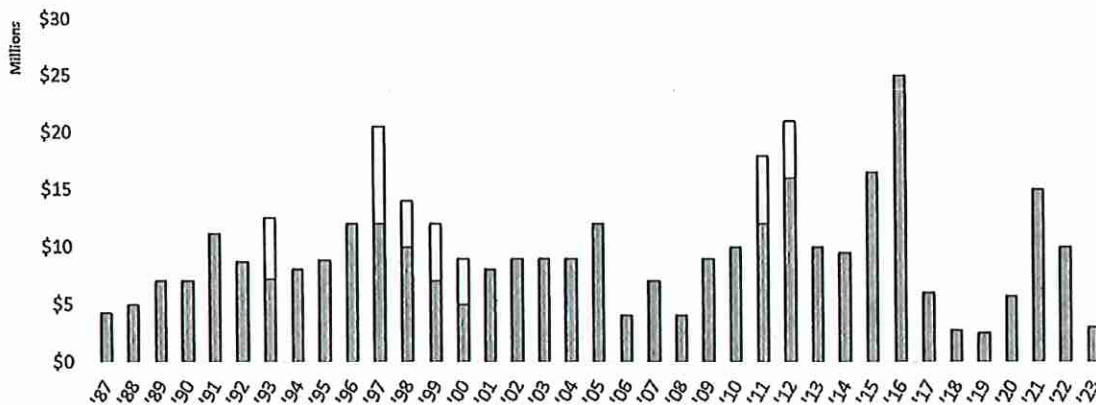
DECEMBER 7, 2023

Dear Member,

We are pleased to enclose a check for your share of the \$3 million dividend being returned to members of the League of Minnesota Cities Insurance Trust's property/casualty program. We encourage you to share this information with your city council or other governing body.

League of Minnesota Cities Insurance Trust Dividends: \$366 Million Since 1987

■ Property/Casualty Program □ Workers' Compensation Program



What is the dividend formula?

Also enclosed is your dividend history and an information sheet showing the data used to calculate your dividend. Your insurance agent will receive this information as well. Following are the key elements of the dividend formula.

- Dividends are distributed to cities and other entities that are members as of December 1 in the year the dividend is being returned. Former participants do not share in the dividend distributions.
- Each member's share is proportionate to the difference between the member's total premiums and total losses as of May 31 for the past 20 years.
- Individual losses are capped at the lesser of \$200,000 or 200% of the member's annual premium for the year of the loss.

Why are we receiving a dividend, and should we expect a dividend every year?

Members should not include dividend returns in their yearly budget projections because the amount fluctuates year-to-year based on losses experienced by members, actuarial projections, investment results, legislative and coverage changes, reinsurance costs, and the Trust's long-term strategic direction. The amount of a given year's dividend has no bearing on the amount returned the following year, and it's possible in some years no dividend will be returned.

(over)

Operating an organization like the Trust involves inherent unpredictability regarding the cost of future claims. That's why we, like all insurers and self-insurance pools, maintain a fund balance as a cushion, which has been built and maintained over time through premiums and investment income.

On occasion, that fund balance can grow beyond what's needed to be confident the Trust can pay current and future claims and expenses. When that occurs, we use those excess funds on behalf of the membership.

For many years, a primary use has been to pay dividends to members. More recently, we have discussed whether investments in other programs and services would be more effective ways of meeting member risk management needs. An important part of our evaluation is learning how you view the Trust's current approach and considering your suggestions about how we should move forward.

We encourage members to contact Operations Manager Laura Honeck at lhoneck@lmc.org or (651) 281-1280 to share your thoughts about the Trust's dividend program and whether there are other ways we should consider using excess funds.

Thank you for being part of our self-insured membership cooperative. We're proud to represent an organization created by Minnesota cities in 1980, and we look forward to continuing to work with you to provide coverages and risk management programs designed to meet your needs.

The League of Minnesota Cities Insurance Trust Board of Trustees

Jake Benson, Councilmember, Proctor

Dave Callister, Manager, Plymouth

Luke Fischer, Executive Director, LMC

Clint Gridley, Administrator, Woodbury

Anna Gruber, Administrator, Sartell

Audrey Nelsen, Councilmember, Willmar

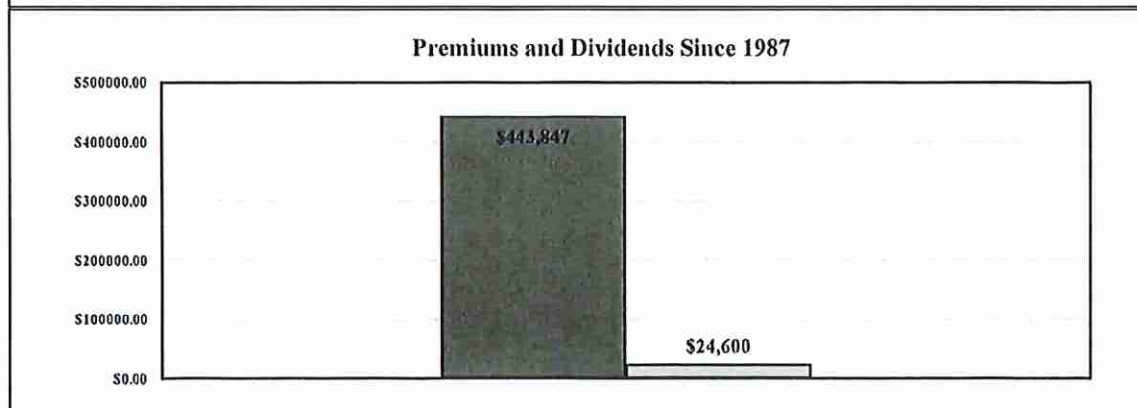
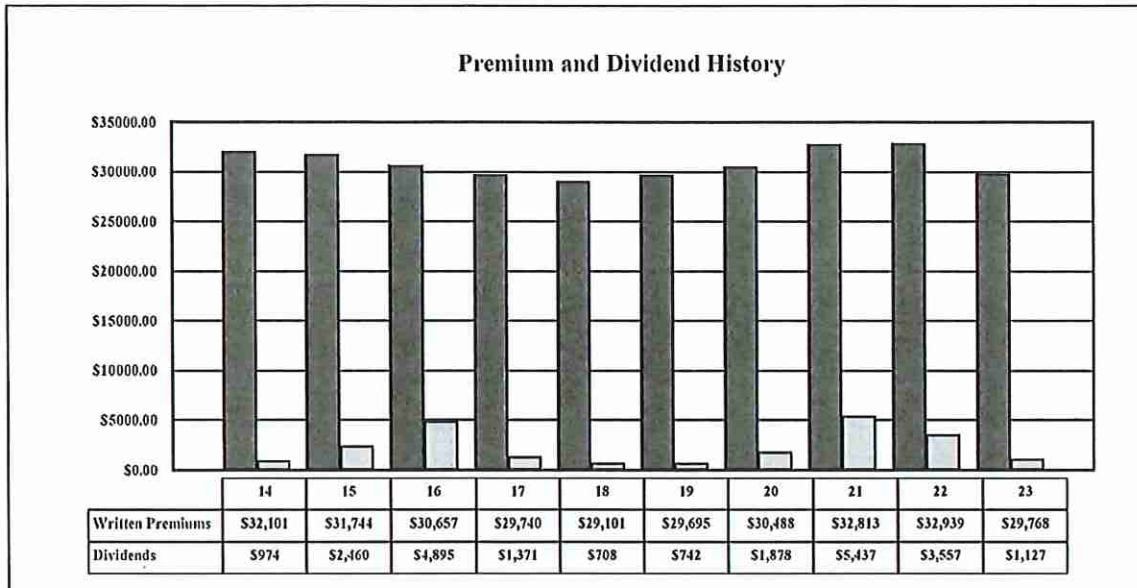
Alison Zelms, Administrator, Rochester

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2023 DIVIDEND CALCULATION
AT MAY 31, 2023**

Oakwood Insurance Agency Inc
2003 Northdale Blvd NW,
Coon Rapids MN 554333004

Nowthen
8188 199th Ave NW
Nowthen, MN 553305311

GROSS EARNED PREMIUM	\$440,829
ADJUSTED LOSSES	\$122,248
MEMBERS DIVIDEND PERCENTAGE	0.00037556000
DIVIDEND AMOUNT	\$1,127



The "gross earned premium" figure is the member's total earned premium as of May 31, 2023 for the past 20 years. This is the premium figure that would be the dividend calculation. The "2023 written premium" figure is the member's total premium for the member's account toward May 31, 2023 (for non-terminated only) up to the point that 2023 written premium would be earned as of May 31, 2023.



REQUEST FOR COUNCIL ACTION

Agenda Item: 4D	Department: Administration	Requested Council Meeting Date: January 9, 2024	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: Approval of Resolution 2024-XX Appointing the City Responsible Authority for 2024.

BACKGROUND AND SUPPLEMENTAL INFORMATION: According to MN State Statue Section 13.02, Subdivision 16, as amended the City of Nowthen, is required to appoint a responsible authority to administer the requirements for collection, storage, use and dissemination of data on individuals, with the City. The City Council historically has appointed the City Administrator to this position.

SOURCE OF FUNDING: N/A

REQUESTED COUNCIL ACTION:

Motion and second as part of the consent agenda to approve Resolution 2024-XX designating the City Administrator as the city’s responsible authority for 2024.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				

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



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

RESOLUTION No. 2024-XX

A RESOLUTION APPOINTING A CITY RESPONSIBLE AUTHORITY

WHEREAS, Minnesota Statutes, Section 13.02, Subdivision 16, as amended requires the City of Nowthen appoint one person as the Responsible Authority to administer the requirements for collections, storage use and dissemination of data on individuals with the city; and,

An individual must be appointed as Responsible Authority. The duty cannot be designated to an office. If a different person is later appointed as the responsible authority, this portion of the resolution must be amended to indicate the name of the new Responsible Authority.

WHEREAS, the Nowthen City Council shares concern expressed by the legislature on the responsible use of all city data and wished to satisfy this concern by appointing an administratively qualified Responsible Authority as required un the Statue.

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 Nowthen City Council appoints Scott Lehner, City Administrator, as the Responsible Authority for the purposes of meeting all requirements of MN Statutes Chapter 13 as Commissioner of Administration as published in the State Register on May 6th, 2002.

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 9th day of January 2024.

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: January 9, 2024	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVING RESOLUTION 2024-XX, MAKING ANNUAL APPOINTMENTS AND OFFICIAL APPOINTMENTS TO COMMISSIONS, COMMITTEES, LOCAL GOVERNMENT AUTHORITIES AND OFFICIAL DESIGNATIONS IN THE CITY OF NOWTHEN.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The attached resolution has the proposed changes and continued appointments of 2024 annual appointments.

SOURCE OF FUNDING: N/A

REQUESTED COUNCIL ACTION: Motion and second to adopt Resolution 2024-XX confirming appointments as set forth.

SUPPORTING DOCUMENTS ATTACHED: Attached is Resolution 2024-XX.

Resolution	Ordinance	Contract	Minutes	Plan Map
X				

Other:

CITY OF NOWTHEN
COUNTY OF ANOKA
RESOLUTION 2024-XX

A RESOLUTION MAKING ANNUAL APPOINTMENTS AND OFFICIAL
APPOINTMENTS TO COMMISSIONS, COMMITTEES, LOCAL GOVERNMENT AUTHORITIES AND
OFFICIAL DESIGNATIONS IN THE CITY OF NOWTHEN

WHEREAS, the Nowthen City Council makes its annual appointments to fill certain positions within the commission with the city government and makes designations for the Official Depositories of City Funds and Public Newspaper at the first regular meeting of the year; and

WHEREAS, the Nowthen City Council, at its first official meeting shall make appointments to fill certain offices and positions with the city government and make official designations for Official Depositories of City Funds and the City's Public Newspaper.

WHEREAS, the City Council reserves the right to make changes as needed during the calendar year 2024.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Nowthen, Minnesota, established the following:

1. That the following persons or companies are appointed by the Mayor and City Council to the following positions or official designations:

MAYOR, CITY COUNCIL AND STAFF ASSIGNMENTS:

Acting Mayor: (This person also acts as additional signer of checks and CD's)	<u>Mary Rainville</u>
Additional Signers of Checks:	<u>City Administrator Scott Lehner</u> <u>Deputy Clerk Natalie Johnson</u>
Architectural Review Committee:	<u>Mayor, City Council, Building Official</u>
City Administrator:	<u>Scott Lehner</u>
Capital Improvement Committee:	<u>Mayor and Council Member Alders</u>
Economic Development Authority Commissioners:	<u>Mayor and City Council Members</u>
Emergency Contacts: x3	<u>City Administrator Scott Lehner</u> <u>Maintenance Supervisor Joe Glaze</u>
(Alarm system – Fire Contacts)	<u>Maintenance Worker Eric Madsen</u>

Farmers Market Liaison:	<u>Council Member Mary Rainville</u>
Personnel Committee:	<u>Mayor and Council Member Fladebo</u>
Planning Commission Liaison:	<u>Mayor Jeff Pilon</u>
Weed Inspector:	<u>Mayor Jeff Pilon</u>
<u>CITY CONSULTANTS</u>	
Animal Control Impound Services:	<u>Animal Humane Society</u>
Building Official:	<u>MNSpect, LLC</u>
Civil Attorney:	<u>Couri & Ruppe Attorneys at Law</u>
Engineer:	<u>Hakanson Anderson</u>
Planner:	<u>_____</u>
Prosecuting Attorney:	<u>Berglund, Baumgartner, Kimball & Glaser</u>

OFFICIAL DESIGNATIONS

Official Depositories	<u>Pine River State Bank , 4M Funds</u>
Official Newspaper	<u>Anoka Union Herald</u>

OTHER AGENCIES

Acting Emergency Management Director:	<u>St. Francis Fire Chief Dave Schmidt</u>
	<u>Mayor Jeff Pilon</u>
Anoka County Fire Protection Council:	<u>Mayor Jeff Pilon</u>
Alternate:	<u>Council Member Jason Alders</u>
Anoka County Highway Department:	<u>Council Member Shanni Fladebo</u>
Anoka County Recycling:	<u>Council Member Mary Rainville</u>
Public Safety Liaison:	<u>Mayor Jeff Pilon</u>
Upper Rum River Watershed: x2	<u>Council Member Shanni Fladebo</u>
	<u>Council Member Dan Breyen</u>

2. City Staff and/or Consultants will attend the council, commissions and committee meetings as directed by the Mayor, with consultation of City Administrator. Those directed to attend meetings will be compensated based on the City's personnel policies or contractual agreements. **Staff or consultants not directed to attend will not be compensated for their attendance.**
3. Mileage or expenses for attendance at authorized meetings will be compensated according to city personal policies, Resolution No. 2022-56 City Council Reimbursement Policy, or contracted agreements.
4. The City Council reserves the right to make changes to any of the above for calendar year 2024.
5. Unless otherwise noticed the Nowthen City Council will hold their regularly scheduled meetings as follows at the Nowthen Historic Town Hall at 7:00 p.m.

Council Work Session– Thursday prior to the second Tuesday of the month or as needed through out the year.
Standard Council Meeting - the second Tuesday of the month

6. Unless otherwise noticed the Nowthen Planning Commission will hold their regularly scheduled meetings on the fourth Tuesday of the month at the Nowthen Historic Town Hall at 7:00 p.m. or as needed.

PLANNING COMMISSION

The Nowthen City Council appoints for a three-year term the following three persons whose current terms end December 31, 2023.

Dan Haapala - current term ends December 31, 2024

Jaime Lewis—current term ends December 31, 2024

Martin Bies – current term ends December 31, 2025

Kelly Pearo – current term ends December 31, 2025

Dale Ames – current term ends December 31, 2026

Lars Carlson – current term ends December 31, 2026

Harold Jorgensen – current term ends December 31, 2026

ADOPTED BY THE CITY COUNCIL OF THE CITY OF NOWTHEN THIS 9th DAY OF JANUARY 2023.

Jeff Pilon, Mayor

ATTEST:

Scott Lehner, City Administrator



November 10, 2023

Scott Lehner
City Administrator
City of Nowthen
8188 199th Ave NW
Elk River, MN 55330

Dear Scott,

It is with great pleasure that we ask to serve as the official newspaper for the City of Nowthen in 2024. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the **Anoka County UnionHerald and Star News "Elk River"**. The legal publication rate for the **Anoka County UnionHerald and Star News "Elk River"** as of January 1, 2024, will remain unchanged from the 2023 rate of 10.75 per column inch. If any documents need to be manually typeset, a \$20 flat fee will be charged per public notice. As a newspaper published in the County of Anoka, we meet the requirements to qualify as your official legal newspaper.

All public notices published in the **Anoka County UnionHerald and Star News "Elk River"** will be posted to abcnewspapers.com – which averages over 54,000 unique visitors per month in search of local news and information.

We have appreciated your business over the past years and hope that we can be of service to you in 2024 as a credible, weekly community news source. If you have any questions, please feel free to call me at 763-691-6001 or email me at publicnotice@apgecm.com. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads 'Tonya Orbeck'.

Tonya Orbeck
Legal Notice Department Manager

November 21, 2023

Scott Lehner, Administrator
City of Nowthen
8188 199th Ave NW
Nowthen, MN 55330

Re: 2024 Billing Rates
City of Nowthen

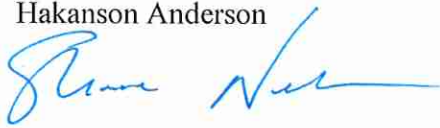
Dear Mr. Lehner:

Hakanson Anderson is committed to providing high quality cost-effective engineering and land surveying services to the City of Nowthen. Our competitive billing schedule is possible by maintaining high staff utilization and consistently managing our administrative, marketing, and other overhead costs.

Please find attached our Hourly Billing Rate Schedule for 2024. The attached rates will be effective January 1, 2024. Our policy matters will remain unchanged.

If you have any questions, please feel free to contact me. We value the City of Nowthen as a client and look forward to a long lasting relationship.

Sincerely,
Hakanson Anderson



Shane Nelson, P.E., City Engineer

Enclosure

HAKANSON ANDERSON
2024 MUNICIPAL HOURLY BILLING RATES
CITY OF NOWTHEN

City Engineer (Reduced Rate)	\$135.00
<i>Principal Engineer Standard Rate</i>	<i>\$160.00</i>
Senior Project Manager / Lead Design Engineer	\$145.00
Design Engineer / Project Manager	\$105.00 - \$134.00
Civil Technician	\$90.00 - \$118.00
Principal Land Surveyor, P.L.S.	\$150.00
Survey Project Manager	\$115.00 - \$135.00
Survey Office Technician	\$90.00 - \$118.00
Senior Survey Field Technician	\$124.00
Survey Field Technician	\$90.00 - \$115.00
GPS/Robotic Total Station	\$40.00
Hydrographic Survey Equipment	\$60.00
Senior Construction Observer	\$118.00
Construction Observer	\$85.00 - \$112.00
Environmental Specialist	\$124.00
Administrative Assistant	\$70.00 - \$85.00



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



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

RESOLUTION No. 2024-XX

A RESOLUTION APPROVING COLA AND MERIT INCREASES TO CITY STAFF (BASED UPON ADMINISTRATOR LEHNER COMPLETING REVIEWS) PER THE 2024 BUDGET.

WHEREAS, COLA increases for city staff were included in the 2024 budget along with merit increases based upon performance, and;

WHEREAS, Administrator Lehner will be completing staff reviews by January 31, 2024, and;

WHEREAS, Administrator Lehner has the authority to distribute the 3.5 % COLA increases and Merit increases to city staff when reviews are completed.

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 authorizes Administrator Lehner to distribute 3.5% COLA to city staff and distribute the budgeted amount of \$10,780 as merit increases with reviews.

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 9th day of January, 2024.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 4G	Department:	Requested Council Meeting Date: January 9, 2024	Submitted By: Sue Pilon Nowthen Heritage Festival, Chair
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TITLE OF ISSUE:

Request for the City of Nowthen to continue its ongoing support of the Nowthen Heritage Festival.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The Nowthen Heritage Festival Volunteer Committee will host the 17th annual Festival on Saturday, September 28, 2024. The festival is the largest event held in our city park and is a wonderful way of highlighting our city. The committee members and volunteers put in many hours throughout the year to provide a full day of fun for the residents. The festival is specifically designed to create a day filled with activities to bring the community together in one place to “Celebrate Community, Family and Friends.”

Our committee’s work, along with monetary/in kind, product and labor donations allows the festival to offer most activities for no charge throughout the day. As such the Nowthen Festival Volunteer Committee respectfully requests the Mayor and City Council continue their tradition of supporting the festival as detailed below.

SOURCE OF FUNDING:

The monies or in-kind donations will not obligate the city to additional costs as the donation amount, labor rates and recycling funds are already included in the approved 2024 city budget and grant contract with Anoka County.

REQUESTED COUNCIL ACTION:

That the Mayor and City Council approve the following according to accompanying documentation:

1. Waiving of facility rental fees and deposits.
2. \$3,000 monetary contribution.
3. Allocation of Anoka County Recycling SCORE Grant funds: approximately \$800.00. (The festival qualifies for one of the outreach events required by the SCORE Grant)
4. Administrative and Maintenance staff assistance.

SUPPORTING DOCUMENTS ATTACHED:

Resolution
 Facility and Field Use Application
 Administrative and Maintenance Staff Assistance
 List of requests

Resolution	Ordinance	Contract	Minutes	Plan Map

Other: _____



6633 191st Ave NW
Nowthen, MN 55303

January 1, 2024

This accompanies a Request for Council Action detailing the festival's request for the City of Nowthen support for the September 28, 2024, Nowthen Heritage Festival.

FACILITY, DATES AND TIMES

Nowthen Historic Town Hall: 8:00am, Friday, September 27 until 8:00pm, Saturday, September 28, 2024.

Nowthen Memorial Park (entire premise): 8:00am Thursday, September 26 until 4:00pm Sunday, September 29, 2024.

Nowthen Memorial Park Pavilion and Baseball Garage: 8:00am Monday, September 23, to 4:00pm Tuesday, October 1, 2024.

Nowthen Recycling Center, parking lot: 6:00am - 10:00pm, Saturday, September 28, 2024.

Empty lot across from Fire Station and Recycling Center: 8:00am, Friday, September 27 until 1:00pm, Sunday, September 29, 2024.

Keys: Nowthen Park Pavilion and Garage, Basement of Nowthen Historic Town Hall, and Recycle Center - Monday, September 23 - Wednesday, October 2, 2024.

PARKING

The empty lot across from the Fire Station and Recycling Center for off street parking for guests, volunteers, and vendor vehicles. To facilitate parking volunteers, a local horse organization will direct vehicles into the area. We also request approval to park vendor vehicles along the east side of the Baseball Field fence to assist vendors whose booths are on that side of the park.

SPECIAL REQUESTS OR NEEDS

Authority to use off road vehicles to assist with the coordination of operating the festival.

Cutting of the empty lot across from Fire Station and Recycling Center the week prior to the festival.

Posting the Recycle Center on Friday, September 20, 2024, that the Center will be closed Saturday, September 28, 2024.

Clearing of materials in the area to the west of the Recycle Center.

SANITATION FACILITIES

The festival rents supplemental temporary bathrooms and washing stations.

I can be reached on 763-753-2351 if you have any questions. Thank you in advance for your consideration.

Sue Pilon - Nowthen Heritage Festival Chair



The City of
Nowthen
"Where it still feels like country"

NOWTHEN FACILITY USE APPLICATION
City Parks, Ball Parks, Community Center
8188 199th Avenue NW, Nowthen, MN 55330
Email to: Permits@NowthenMN.net
(763) 441-1347

Name of Applicant: Sue Pilon Date: January 1, 2024

Address of Applicant: Organization Address: 6633 191st Ave NW, Nowthen, MN 55303

Telephone: 763-753-2351 Email: nowthenheritagefestival@gmail.com

Organization (if applicable): Nowthen Heritage Festival Type of Event: Community Festival

Date (s) Requested: September 23 - October 1, 2024 Approximate # of participants: 2,000

Hours Requested: Varies - Please see to: attached letter

If this event will require more than 90 parking spaces (over 320 participants and spectators) in Nowthen Park, or more than 125 parking spaces (over 425 participants and spectators) in Twin Lakes Park, a parking plan will need to be filed as part of this application. The parking plan shall at a minimum obtain approvals for offsite parking and address security and traffic control issues to the satisfaction of the Nowthen City Offices.

Park and/or Facility Requested Nowthen Memorial Park, Fire Station, City Hall and the Skating rink area

Special requests or needs Please see accompanying letter

List all Amusement Activities (Moon Bounce, Dunk Tank, Carnival Rides):

Breakfast, Dinner, Inflatables, Pony Rides, Arts & Crafts, Farmers Market, Kid Activities

Music, Public Safety Demonstrations, Fire Department Open House, Food Vendors and Fireworks

The applicant is responsible to provide additional sanitation facilities if the number of participants is projected to exceed 75. This number includes both participants and spectators.

RULES FOR USE:

- Park Hours: 6:00 am – 10:00 pm
- Cars are to be parked in designated parking areas only.
- No controlled substances are allowed in city parks at any time.
- All Nowthen City Parks are Non-Smoking Parks. Smoking allowed in parking areas only.
- Facility Use permits are valid only on the dates and hours listed. Renters must relinquish the facility at the proper time.
- The Facility Use permit must be on user's person while in the Facility. The applicant is responsible and must be on site at all times during this event. **Applicant shall follow applicable city ordinances & policies, except when approved by the city council.**
- Fees are non-refundable unless this request is not granted or is cancelled by the city of Nowthen.
- Bathrooms are to be left clean and tidy.
- Garbage must be in approved containers when you leave. Littering is unsightly and increases maintenance costs. Excessive refuse may be subject to additional charges. User's garbage must be removed.
- Please be advised that the Park shelters are open to the public except during such times as they are reserved. As such, the city shall not be responsible for the cleanliness of the park Shelter/Concession. User shall provide all his/her own materials to ensure that the park shelter/concession is clean for their event. Anything needed for user's event shall be provided by user (garbage bags, utensils, anything needed).
- No bottles or glass containers allowed in the beach area.
- All keys are to be returned to the city administrative offices on the next business day following the event.
- In the event that any city property shall become damaged during applicant's use of the property, the applicant shall assume full responsibility for any loss, breakage, or damage caused to the property.

- City of Nowthen, city staff, council members are not responsible for any accidents, injuries, or theft at any city park.
- The Nowthen City Council reserves the right to cancel/regulate the reservation of any field use.

The applicant hereby agrees to indemnify and agrees to hold the city harmless from any and all liability and expense, including attorney fees arising out of the applicant's operation, use, or condition of the park shelter/concession including liability for death or injury to persons, damage to property, strict liability under the laws or judicial decisions of any state or the United States, and legal expenses in defending any claim brought to enforce any such liability or expense.

The applicant, by signing this agreement, hereby acknowledges that they have read this agreement and understand the terms and conditions herein state and agree to abide by the same.

Signature: Sue Pilon

Date: January 1, 2024

Office Use Only

Types of Facilities, Fees and Deposits

(*Separate Pmt. Available after 12PM Next Business Day)

Pavilion/Shelter	Select Location	Non-resident (includes tax)	Resident (includes tax)	Key/Damage Deposit*	
Pavilions w/Electricity	<input type="checkbox"/> Twin Lakes Park - The Beach Shelter	\$106.88	\$53.44	\$50.00	
	<input checked="" type="checkbox"/> Nowthen Memorial Park Shelter/Concession	\$106.88	\$53.44	\$50.00	
Pavilions w/o Electricity	<input type="checkbox"/> Twin Lakes Park - The Woodland Shelter	\$26.72	NO CHARGE	\$50.00	
	<input type="checkbox"/> Twin Lakes Park - The Prairie Shelter	\$26.72	NO CHARGE	\$50.00	
	<input type="checkbox"/> Twin Lakes Park - The Greenberg Shelter	\$26.72	NO CHARGE	\$50.00	
	<input type="checkbox"/> Twin Lakes Park - The Eagle Shelter	\$26.72	NO CHARGE	\$50.00	
Building/Rooms	Specify with X	Location	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> Resident	Damage Deposit & Key Return*
Community Center 19800 Nowthen Blvd	<input checked="" type="checkbox"/>	Nowthen City Hall	\$160.32	\$53.44	\$25.00 available after 12PM next business day

Nowthen Field Use Reservations:

Fields	Location	Fees	Key/Damage Deposit	Tournament Cost	Tournament Deposit
Softball Field <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Nowthen Park <input type="checkbox"/> Twin Lakes Park	\$10.00/hr 3 hr minimum + tax No Refund	\$100.00 -refundable if no damage	\$250.00 + tax No Refund	\$250.00 Refundable
Baseball Field <input checked="" type="checkbox"/>	Nowthen Park	\$10.00/hr 3 hr minimum + tax No Refund	\$100.00 -refundable if no damage	\$250.00 + tax No Refund	\$250.00 Refundable
Soccer Field <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Nowthen Park <input type="checkbox"/> Twin Lakes Park	\$10.00/hr 3 hr minimum + tax No Refund	\$100.00 -refundable if no damage	\$250.00 + tax No Refund	\$250.00 Refundable

Do you need the baseball/softball/soccer field dragged & foul lines prior to your scheduled use? If you wish the city to do this, there is a \$50.00 fee required at the time of application. (Non-Refundable) Yes ___ No XXX There is a \$50.00 fee for each additional dragging.

OFFICE USE ONLY:

Date Application Received:	<input type="checkbox"/> Resident	<input type="checkbox"/> Non-resident	<input type="checkbox"/> Senior Resident
Total Fees Paid:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check #	Facility Fees:
Date Fees paid:			Field Fees:
Key(s) Issued(#):	<input type="checkbox"/> Key(s) Returned:		Dragging Fees:
Total Deposit Paid: [Cash/Ck]	<input type="checkbox"/> Deposit Returned (Date)		Tournament Fees:
Certificate of Insurance Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date received: TOTAL FEES:
Comments:			



The City of
Nowthen
"Where it still feels like country"

Rental Cleanup
Checklist

Nowthen City Hall - Community Center

Renter's Name: Sue Pilon - Nowthen Heritage Festival

Date: September - 24 - October 1, 2024 **Time:** 7:00 a.m. - 10:00 p.m.

Check the following items both before and after your event/rental, to ensure no fines.
Cleaning Supplies are located in hall closet near main entrance.

Mark N/A if Not Applicable.

- Meeting room floors swept
- Rugs vacuumed
- Tables and chairs clean and returned to designated areas
- Personal items removed
- Rental items returned
- Restroom fixtures wiped clean
- Kitchen counters clean
- Coffee Maker unplugged
- Dishwasher OFF, drain cleaned, door in raised position
- Oven spills cleaned and oven turned OFF
- Sinks wiped clean
- Any food you brought is removed from refrigerator.
- ALL Trash deposited in outside trash cans (Restrooms, Kitchen, Community Room)
- Clean trash can liners in all trash cans (Restrooms, Kitchen, Community Room)

I understand that failure to complete these measures may result in the loss of my Deposit.

I have received a copy of this checklist.

Sue Pilon - Nowthen Heritage Festival

Signature of Renter/Applicant

January 1, 2024

Date

Please return keys to City Offices after NOON on the next business day after Rental.
Deposit will be returned when key is returned and Facility has been checked by City Staff.

END of EVENT: Cleanup Complete Yes No

City Staff Signature

2024 NOWTHEN HERITAGE FESTIVAL ADMINISTRATIVE AND MAINTENANCE STAFF ASSISTANCE *

ADMINISTRATIVE STAFF

Facility Keys

Nowthen Park Pavilion and Baseball Garage, Historic Town Hall including interior and exterior basement keys, Recycling Center including key to the bailer door, Old Maintenance Building, and Ice Rink Lights.

MAINTENANCE STAFF

Nowthen Memorial Park

Metro Tent will likely set the tents Tuesday, September 24th and are responsible for contacting Gopher 1 Call to mark all areas.

Bathrooms – cleaned, fully stocked and extra supplies left in the pavilion

Ball Field Garage – blue metal garbage barrels moved to the soccer field

Storage of Golf Carts – Friday, September 27th to Wednesday, October 2nd.

Bleachers –1 blue/silver bleacher moved to the south edge of the Park Pavilion, facing north.

1 blue/silver bleacher moved halfway between fixed blue bench and pavilion, facing west.

Picnic tables – We will mark the area where we want them moved to.

Parking Lot – Old Maintenance Garage to the west fence line

Parking lot swept.

Empty Lot across from Fire Station and Recycling Center

Cut and clear the area which will be used for parking.

Recycling Center

Post it Friday, September 20th as closed on Saturday, September 28th.

Clear materials from the west side of the building.

*Items subject to change

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



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

RESOLUTION No. 2024-XX

A RESOLUTION APPROVING CITY SUPPORT FOR THE 17TH ANNUAL NOWTHEN HERITAGE FESTIVAL, SATURDAY, SEPTEMBER 28, 2024

WHEREAS, The Nowthen Heritage Festival Volunteer Committee plans and hosts the Festival and;

WHEREAS, with the support of the residents, businesses and city our guests enjoy a full day of Family Fun and;

WHEREAS, the Committee respectfully requests the support listed below 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. Waiving of facility rental fees and deposits
3. \$3,000.00 monetary contribution
4. Allocation of Anoka County Recycling SCORE Grant funds; approximately \$800.00
5. Administrative and Maintenance staff assistance

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 9th day of January 2024.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 4H	Department: Elections	Requested Council Meeting Date: January 9, 2024	Submitted By: Deputy Clerk Johnson
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TITLE OF ISSUE: SWAPPING OF RESOURCES WITH THE ALLIANCE CHURCH

BACKGROUND AND SUPPLEMENTAL INFORMATION: The city of Nowthen has approved using the Nowthen Alliance Church for the 2024 Elections, the Presidential Primary March 4 & 5, 2024, the Primary August 12 & 13, 2024 and the General Election, November 4 & 5, 2024. The church youth group would like to use the Memorial Park Facilities on Wednesday's 6:00 p.m. - 8:00p.m. May 22, 29, June 5,12,19,26 and July 10, 17, 2024. Rather than charging fees to each other, would the council consider this a trade of resources? The city will be using the church facilities for three (3) evening the day before each election for set up and three(3) full days 5:30 am – 11:00 pm. Staff recommends this trade of resources to give our community to play ball and gather in exchange for use of the building for the city elections.

SOURCE OF FUNDING: N/A

REQUESTED COUNCIL ACTION:Approve Resolution 2024-XX Allowing the trading of resources with the Nowthen Alliance Church as stated above.

SUPPORTING DOCUMENTS ATTACHED:Click or tap here to enter text.

- | | | | | |
|--|------------------------------------|-----------------------------------|----------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> RESOLUTION | <input type="checkbox"/> ORDINANCE | <input type="checkbox"/> CONTRACT | <input type="checkbox"/> MINUTES | <input type="checkbox"/> PLAN MAP |
|--|------------------------------------|-----------------------------------|----------------------------------|-----------------------------------|

OTHER:
Click or tap here to enter text.

MEMORANDUM

September 7, 2023

To: Adrienne Christensen, Nowthen Alliance Church

From: Natalie Johnson, City of Nowthen

RE: RELOCATION OF POLLING LOCATION FROM THE NOWTHEN FIRE DEPARTMENT TO THE NOWTHEN ALLIANCE CHURCH BEGINNING JANUARY 1, 2024.

Below please see the agreement we have come to for the City of Nowthen to use the Nowthen Alliance Church for the polling location for elections beginning January 1, 2024. This will include using the gymnasium for the voters for both precincts 1 and 2 along with using the cafeteria for breaks for the judges, plus the parking lot and restrooms as designated by Administrative Assistant, Adrienne Christensen.

March 4, 2024 – Set up 5:00 pm – 8:00 pm I can't set up fully until the polls close at 5:00. If I can get in earlier with all but 1 set up for elections, that would be helpful.

March 5, 2024 – Presidential Primary 6:00 am – 11:00 pm approximately. Polls close at 8 but we must Process the closing and clean up.

August 12, 2024- Set up 5:00 pm – 8:00 pm I can't set up fully until the polls close at 5:00. If I can get in earlier with all but 1 set up for elections, that would be helpful.

August 13, 2024- Primary Election 6:00 am – 11:00 pm approximately. Polls close at 8 but we must Process the closing and clean up.

November 4, 2024- Set up 5:00 pm – 8:00 pm I can't set up fully until the polls close at 5:00. If I can get in earlier with all but 1 set up for elections, that would be helpful.

November 5, 2024- Primary Election 6:00 am – 11:00 pm approximately. Polls close at 8 but we must Process the closing and clean up.

The closing time will depend on the number of "bogus" write in names. The reports have to be printed in multiple copies, so the more bogus names, the longer they take to print.

As discussed, the cost for all three of these elections will have a maximum cost of \$400.00 per email dated 8-3-23.

The City of Nowthen thanks you for your generosity and willingness to work with the city to host the elections. Staff are excited to work with you and your staff!

 9/7/23
Natalie Johnson, Deputy Clerk Date

 Office Admin. 09/07/23
Nowthen Alliance Church Date



FIELD AND FACILITY RENTAL APPLICATION

8188 199TH Ave
NOWTHEN, MN 55330
(763) 441-1347

permits@nowthenmn.net

Name of Applicant: Adrienne Christensen Date: 12/01/2023
Applicant Address: 19653 Nowthen Blvd NW, Nowthen, MN 55303

Telephone: 763-441-1600

Email: adrienne@nowthenalliance.org

Organization (If Applicable): Nowthen Alliance Church

Event Type: Cornerball Club Sports Event

Dates Requested: 05/01/2024-07/10/2024 and 07/17/2024 (Celebration Event) Times
(NOT JULY 3)

Requested: 6:00pm to 8:00pm

Approximate # of Participants: 150 to 200

List ALL Amusement Activities (Bounce houses, Dunk Tanks etc.): possibly bounce houses

Special Needs requested: _____

The applicant hereby agrees to indemnify and agrees to hold the city harmless from any and all liability and expense, including attorney fees arising out of the applicant's operation, use, or condition of the park shelter/concession including liability for death or injury to persons, damage to property, strict liability under the laws or judicial decisions of any state or the United States, and legal expenses in defending any claim brought to enforce any such liability or expense. Applicant shall follow applicable city ordinances & policies, except when approved by the city council. By signing below, you are agreeing to adhere all rules, policies and ordinances put forth by our city code. Please be sure to review all the rules for use prior to your event.

Signature: Adrienne Christensen

Date: 12/01/2023

Tax is not included in the pricing below. **The Minnesota state tax rate is 7.125%.** All building and shelter rentals require a \$50.00 Deposit to confirm reservation. Application, deposit, and reservation dates must be submitted within the 10-day grace period or reservation is forfeited. **Nowthen Senior Citizens are only required to pay the rental deposit.** Field rentals require a \$100.00 deposit. The deposit is refundable and will be returned the following business day as long as facility, shelter or field was left clean, any keys returned, and is undamaged. Please choose from the following choices and indicate if you are a resident or non-resident.

Resident Nowthen Resident Church

Non-Resident

Historic Town Hall	
<input type="radio"/> Resident \$50.00	<input type="radio"/> Non-Resident \$100.00

Memorial Park Shelter and Concession	
<input type="radio"/> Resident \$50.00	<input type="radio"/> Non-Resident \$100.00

Twin Lakes Park Shelters and Concessions

Shelter Type	Residents	Non-Residents
<input type="radio"/> Beach Shelter (Includes Electricity)	\$50.00	\$100.00
<input type="radio"/> Concessions	\$25.00	\$25.00
<input type="radio"/> Woodland Shelter	\$0.00	\$25.00
<input type="radio"/> Prairie Shelter	\$0.00	\$25.00
<input type="radio"/> Greenberg Shelter	\$0.00	\$25.00
<input type="radio"/> Eagle Shelter	\$0.00	\$25.00

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



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

RESOLUTION No. 2024-XX

A RESOLUTION AUTHORIZING TRADING RESOURCES WITH NOWTHEN ALLIANCE CHURCH FOR THE 2024 ELECTIONS TO SET UP DAY BEFORE 5:00 PM TO 10:00 PM, AND DAY OF 5:30 AM to 11:00 PM (or until election can be closed); MARCH 4 & 5, AUGUST 12 & 13, AND NOVEMBER 4 & 5 AND THE MEMORIAL PARK FACILITIES 6:00 p.m. to 8:00 p.m. MAY 22, 29, JUNE 5, 12, 19, 26, JULY 10 AND 17TH.

WHEREAS, The city of Nowthen will be using the Nowthen Alliance Church for the 2024 Elections as stated above, and;

WHEREAS, The Nowthen Alliance Church has requested use of the Memorial Park Facilities for community gathering as stated above, and;

WHEREAS, The city agrees with Nowthen Alliance Church to waive all rental fees and trade these resources.

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 agrees to waive park rental fees for the dates listed above and accepts the Nowthen Alliance church for the 2024 elections at no cost to the city.

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 9th day of January 2024
CITY OF NOWTHEN

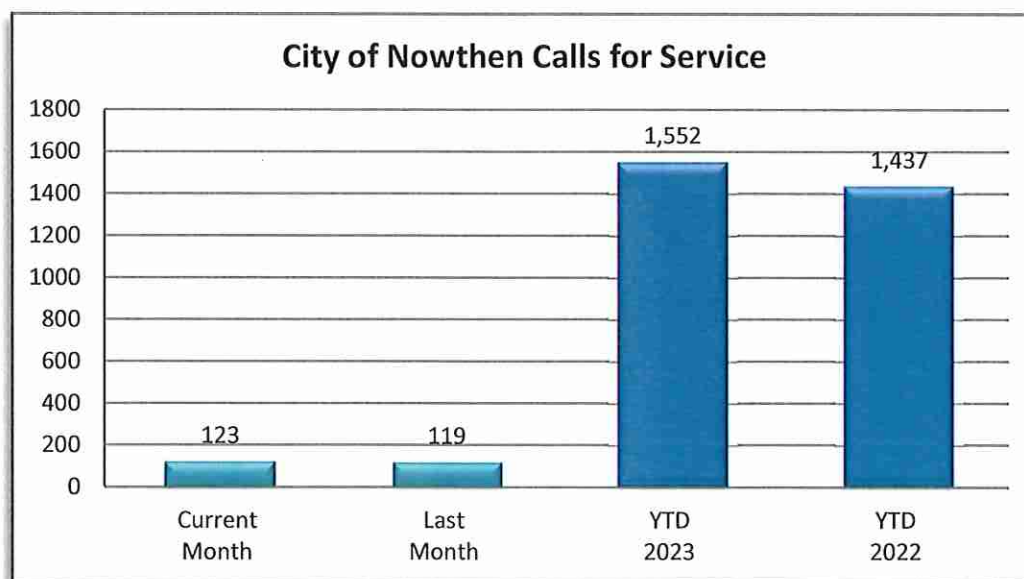
By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

PATROL DIVISION

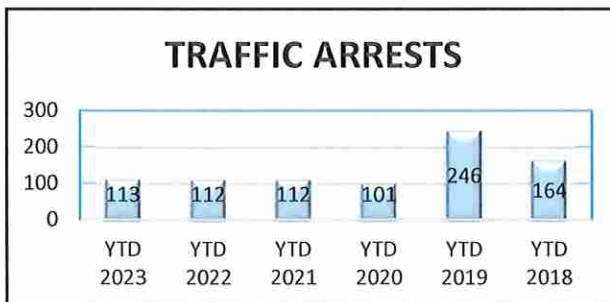
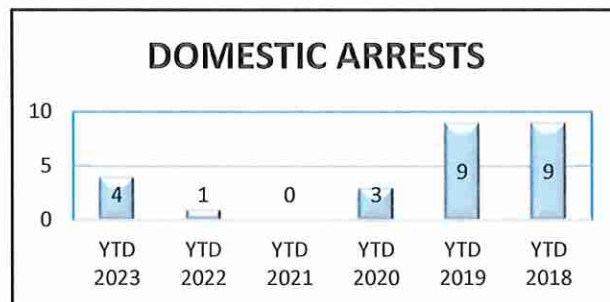
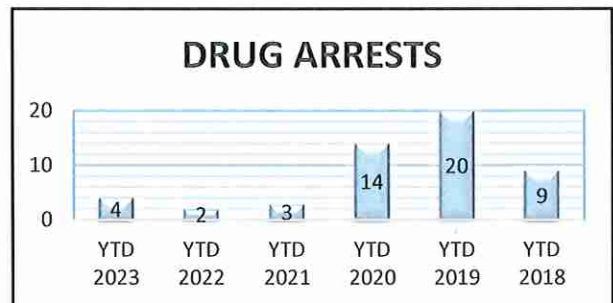
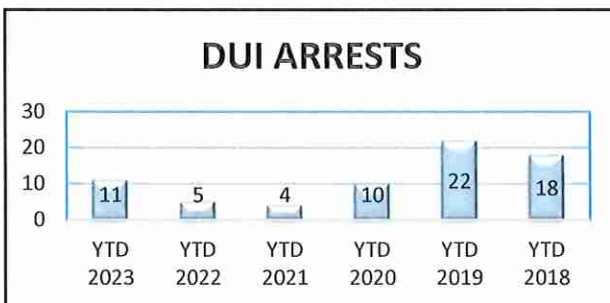
CITY OF NOWTHEN - JANUARY - DECEMBER 2023

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Call for Service	118	82	105	146	167	168	126	130	129	139	119	123	1,552	1,437
Burglaries	0	1	0	2	0	2	0	0	0	2	3	0	10	5
Thefts	2	1	2	1	4	5	0	0	5	1	1	0	22	20
Crim Sex Conduct	0	0	0	0	0	0	0	1	0	0	0	0	1	0
Assault	0	0	0	3	2	0	2	0	1	1	0	0	9	6
Dam to Property	0	0	0	0	0	0	0	2	1	1	0	1	5	8
Harass Comm	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PI Accidents	3	2	1	2	2	2	2	0	2	0	3	0	19	18
PD Accidents	7	4	6	5	4	4	5	8	4	8	9	5	69	82
Felony Arrests	0	3	0	1	1	0	0	2	2	1	0	0	10	5
Gross Misd Arrests	0	1	2	1	2	1	0	5	4	0	1	0	17	7
Misd Arrests	1	0	5	5	1	3	5	1	2	3	1	0	27	14
DUI Arrests	0	1	2	0	0	1	1	2	2	0	2	0	11	5
Drug Arrests	0	0	0	0	0	0	0	2	1	1	0	0	4	2
Domestic Arrests	0	0	0	0	2	0	1	0	0	1	0	0	4	1
Warrant Arrests	1	1	1	0	1	0	0	1	3	4	0	0	12	12
Traffic Stop	52	26	40	42	28	33	68	44	34	46	28	20	461	564
Traffic Arrests	9	9	10	7	6	3	16	16	5	10	15	7	113	112

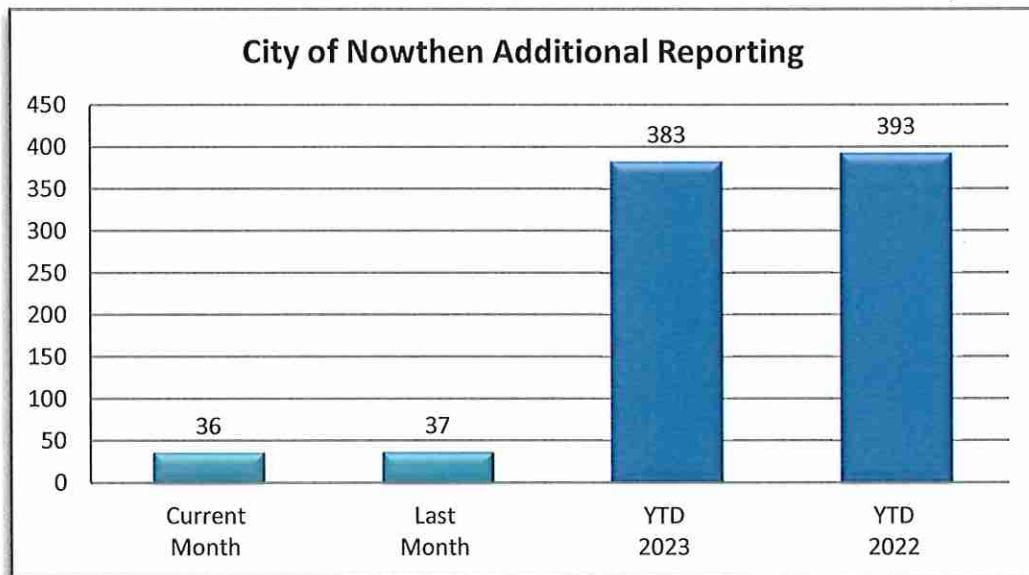


CITY OF NOWTHEN

YEAR TO DATE - DECEMBER 2018-2023



OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Bar None Facility	3	1	3	5	0	3	3	2	4	1	2	4	31	42
Alarms	3	6	3	5	2	3	5	9	5	6	6	1	54	59
Animal Complaints	9	8	5	16	18	11	7	14	6	10	12	20	136	114
Fire	1	0	1	0	1	0	1	0	0	1	2	0	7	8
MV Complaints	0	0	0	0	1	0	0	0	1	0	0	1	3	3
Medicals	11	11	12	13	20	12	8	15	8	13	14	9	146	158
Ordinance	1	0	0	0	0	0	0	0	1	2	1	1	6	9
2023 TOTALS	28	26	24	39	42	29	24	40	25	33	37	36	383	393

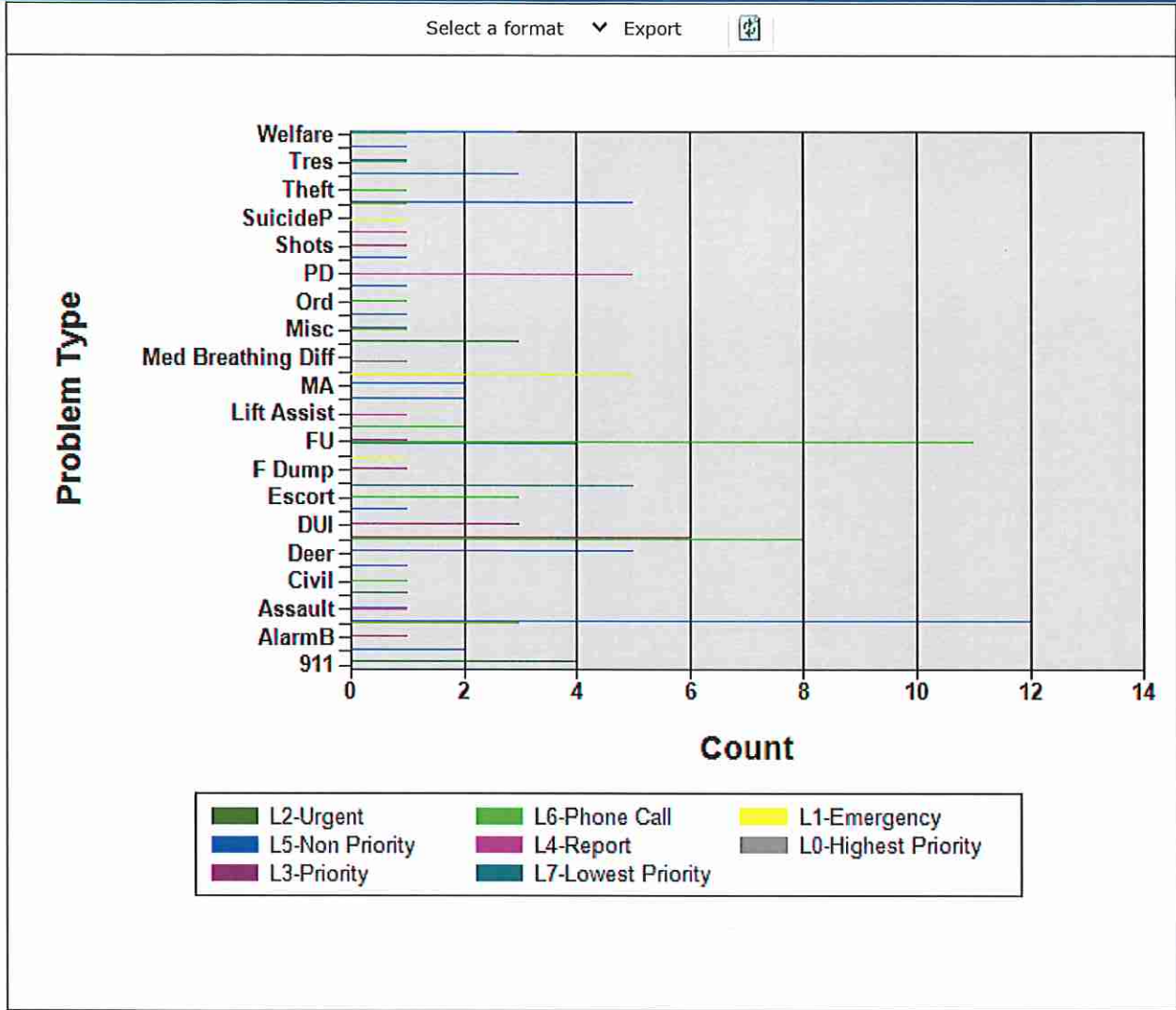


Problem Type Summary

10:28 AM 01/03/2024

Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	Nowthen Law
Day Range:	Date From 12/1/2023 To 12/31/2023
Exclusion:	• 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	2	0	0	2
AbuseP	0	0	0	0	0	0	0	0	0
AlarmB	0	0	0	1	0	0	0	0	1

WT

Total

0	0	0	0	0	0	0	0	0
1	7	8	13	8	43	34	9	123

Go Back

Close

DAMAGE TO PROPERTY

Number	Case Number	Officer	Officer Involvement	Violation
23303430	23303430	Barrett, Jeffrey J ZPD00411	REPORT	DAMPROP DAMAGE TO PROPERTY

CITATIONS

Number	Case Number	Created On	Officer	Officer Involvement
2E+10	23295283	Dec 14, 2023, 6:45:26 PM	GRAMS, JORDAN ZPD00	REPORT
2E+10	23295486	Dec 14, 2023, 10:01:15 PM	GRAMS, JORDAN ZPD00	REPORT
2E+10	23297310	Dec 17, 2023, 10:29:10 AM	Torborg, Brian N ZPD00	REPORT
2E+10	23289063	Dec 6, 2023, 11:42:58 PM	Borgeson, Tyler R ZPD00	REPORT
2E+10	23293164	Dec 12, 2023, 3:51:22 PM	Redman, Michael R ZPD	REPORT
2E+10	23295068	Dec 14, 2023, 3:41:42 PM	GRAMS, JORDAN ZPD00	REPORT
2E+10	23297622	Dec 17, 2023, 8:51:36 PM	Borgeson, Tyler R ZPD00	REPORT
2E+10	23297622	Dec 17, 2023, 8:51:36 PM	Borgeson, Tyler R ZPD00	REPORT
2E+10	23300085	Dec 20, 2023, 10:45:28 PM	Borgeson, Tyler R ZPD00	REPORT
2E+10	23307044	Dec 30, 2023, 12:18:20 PM	Abeler, Jordan MM ZPD	REPORT

BAR NONE REPORTS

Number	Case Number	Created On	Officer	Officer Involvement
23291455	23291455	Dec 11, 2023, 11:43:51 AM	Barrett, Jeffrey J ZPD00	REPORT
23286648	23286648	Dec 17, 2023, 8:34:43 AM	Borgeson, Tyler R ZPD00	REPORT
23294863	23294863	Dec 27, 2023, 6:55:12 AM	Weller, Justin M ZPD00	REPORT
23306709	23306709	Jan 2, 2024, 8:12:12 AM	Borgeson, Tyler R ZPD00	REPORT

IncidentEvent dateReported

Dec 25, 2023, 4:34:00 PM

Violation

169.14.2(a) Traffic - Speeding - Exceed Limit

169.14.2(a)(3) Traffic - Speeding - Exceed Limit 55 mph Where Appropriate

169.14.2(a)(3) Traffic - Speeding - Exceed Limit 55 mph Where Appropriate

169.14.2(a)(3) Traffic - Speeding - Exceed Limit 55 mph Where Appropriate

169.475.2(a)(1) Wireless Communications Device - Hold wireless communications device with one or both hands

169.14.2(a)(3) Traffic - Speeding - Exceed Limit 55 mph Where Appropriate

168.09.4 Motor Vehicle Registration - Operate Vehicle With Expired Registration

169.14.2(a)(3) Traffic - Speeding - Exceed Limit 55 mph Where Appropriate

169.14.2(a)(3) Traffic - Speeding - Exceed Limit 55 mph Where Appropriate

169.791.2(a) Traffic Regulation - Driver Must Carry Proof of Insurance when Operating Vehicle

Type

WARNING ONLY

WARNING ONLY

WARNING ONLY

Violation

RUNJUV JUVENILE - RUNAWAY

MED MEDICAL

DISCON DISORDERLY CONDUCT - NOT CHARGEABLE

MEDMNTLHLTH MENTAL HEALTH

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



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

RESOLUTION No. 2024-XX

A RESOLUTION APPROVING THE 2024 REVISED PERSONNEL POLICY.

WHEREAS, City council has had several work sessions discussing revisions for the City of Nowthen Personnel Policy, and;

WHEREAS, all changes and revisions have been approved by city council.

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 approves the 2024 Revised Personnel Policy as of January 10, 2024.

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 9th day of January 2024.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 10B2	Department: Administration	Requested Council Meeting Date: January 9, 2024	Submitted By: Administrator Lehner
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TITLE OF ISSUE: APPROVE RESOLUTION 2024-XX TO HAVE MAYOR PILON AND ADMINISTRATOR LEHNER ENTER INTO A CONTRACT WITH COLLABORATIVE PLANNING, LLC TO FILL THE ROLE OF CITY PLANNER.

BACKGROUND AND SUPPLEMENTAL INFORMATION: Cindy Nash from Collaborative Planning will be providing us with a presentation and Q&A for the council. Administrator Lehner has been looking for a city planner to fill our open position. Cindy comes with 28 years of experience. See attached documents to see the scope of work she can do for us. It is the recommendation that we authorize Mayor Pilon and Administrator Lehner to execute the contract.

SOURCE OF FUNDING: Planning & Zoning 100-41810-310

REQUESTED COUNCIL ACTION: Approve Resolution 2024-XX approving the hiring of Cindy Nash from Collaborative Planning LLC to become our contracted city planner.

SUPPORTING DOCUMENTS ATTACHED: Resume and contract.

RESOLUTION ORDINANCE CONTRACT MINUTES PLAN MAP

OTHER:

Click or tap here to enter text.

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



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

RESOLUTION No. 2024-XX

A RESOLUTION AUTHORIZING MAYOR PILON AND ADMINISTRATOR LEHNER TO ENTER INTO A CONTRACT WITH COLLABORATIVE PLANNING, LLC TO FILL THE ROLE OF CITY PLANNER EFFECTIVE JANUARY 10, 2024

WHEREAS, The city is in need of filling their open city planner position. Staff is recommending filling this position with Collaborative Planning, LLC.

WHEREAS, Cindy Nash would be our new city planner if approved by council.

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 approves the hiring of Cindy Nash with Collaborative Planning, LLC as our new contracted city planner effective 1/10/24.

The motion for the adoption of the foregoing resolution was proposed by Council Member_____ 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 9TH day of January, 2024.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

Collaborative Planning, LLC

November 16, 2023

Mr. Scott Lehner
City of Nowthen
8188 199th Ave NW
Nowthen, MN 55303

RE: Proposal for Services - 2024

Dear Mr. Lehner,

This letter serves as an agreement for planning services for the City of Nowthen. I am pleased to submit a proposal for planning services at my customary hourly rate. I believe that you will find my expertise will provide outstanding value to your community through the following:

- An AICP and EDFP certified planner with over 28 years experience in comprehensive and strategic planning, economic development, ordinance preparation, transportation planning, development review, and grant writing and administration.
- Clear and open communication with City staff/consultants, City Council and Planning Commission, residents and other participants throughout the course of projects, with the goal of keeping expectations clear and surprises to a minimum.
- Experience facilitating collaboration between affected parties to identify the best solutions for all involved, while guiding projects through the regulatory process in a timely manner.
- Creative solutions and implementation to identify opportunities to add value to development proposals and other projects to bring to reality the vision of the community.

I appreciate the opportunity to provide planning services to the City of Nowthen. If you have any questions about this proposal, please feel free to call or email. If you are in agreement with the terms and rate schedule, please confirm your acceptance by signing the bottom of this letter and returning to me.

With Warmest Regards,

Collaborative Planning, LLC



Cynthia Nash, AICP, EDFP
Principal

City of Nowthen acknowledges and agrees to the General Provisions and Rate Schedule. The City appoints Cynthia Nash and Collaborative Planning as the City Planner.

Scott Lehner
City Administrator

Jeffrey Pilon
Mayor

GENERAL PROVISIONS

The following provisions will apply to all services performed by Collaborative Planning, LLC for our clients:

1. **Compensation for Services.** The time for which our services will be charged will include but not be limited to telephone and office conferences; drafting and preparation of documents; attendance at meetings on behalf of client; travel and waiting time; responding to requests to provide information; research and data preparation; review and respond to correspondence. All time shall be invoiced in 15-minute increments.

We will submit invoices to client on a monthly basis. Invoices are due and payable in accordance with the provisions of Minn. Stat. § 471.425, the Prompt Payment Act. No claim for payment by us shall be paid unless it is detailed and otherwise in compliance with the claim requirements of Minn. Stat. §§ 471.38; 471.391 and any other applicable law. Before paying a claim that involved the use of materials or labor supplied by someone other than us, client may require us to supply proof of payment for such materials or labor. Further, we shall provide, if required under Minn. Stat. § 290.97, client with an IC-134 form signed by the Minnesota Department of Revenue indicating compliance with the withholding requirements of Minn. Stat. § 290.92.
2. **Abandoned or Suspended Work.** If any work performed is abandoned or suspended in whole or in part by the client, we shall be paid for any services performed prior to receipt of written notice from the client of such abandonment or suspension.
3. **Independent Consultant.** At all times and for all purposes herein, we are an independent contractor and not an employee of the client.
4. **Subcontractor.** We shall not enter into subcontracts for services provided under this Agreement without the express written consent of the client. We shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of our receipt of payment by the client for undisputed services provided by the subcontractor.
5. **Termination by Client.** This Agreement may be terminated by the client upon written notice for any reason. Such termination does not relieve the client of the obligation to pay for all services rendered prior to the date of termination.
6. **Termination by Collaborative Planning.** We reserve the right to terminate this Agreement for good cause with 30 days written notice. Good cause may include the client's failure to honor the terms of the engagement letter, the client's failure to pay

amounts invoiced in a timely manner, or any fact or circumstance that would impair an effective relationship between us and the client.

7. **Severability**. The provisions of the Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

PROPOSAL

FOR

PLANNING SERVICES

FOR

CITY OF NOWTHEN, MINNESOTA

November 10, 2023

SUBMITTED BY:

CYNTHIA NASH, AICP, EDFP

COLLABORATIVE PLANNING, LLC

PO Box 251

MEDINA, MN 55340

763-473-0569

cnash@collaborative-planning.com

Planning Services

Firm Background

Collaborative Planning was established in 2004 and is located in Medina, Minnesota. We provide planning and zoning services exclusively to governmental clients. Ms. Nash is the designated City or Town Planner providing planning services for the following clients at this time, but also provides services to other clients related to specific projects:

City of Hanover
Jennifer Nash, City Administrator

Louisville Township
John Weckman, Chair

City of Credit River
Chris Kostik, Mayor

City of Cologne
Jesse Dickson, City Administrator

Areas of Practice

- Development review
- Economic Development
- Grant writing and administration
- Environmental Review
- Ordinance Preparation and Enforcement
- Zoning Administration
- Transportation Planning
- Parks, Recreation and Tourism Planning
- Comprehensive Planning
- Conservation Planning
- Historic Preservation Planning

Assigned Personnel

Ms. Cindy Nash will provide all planning and zoning services under this proposal. Her resume is included on the following two pages. Ms. Nash was certified by the American Institute of Certified Planners in 2000 and has over 28 years of planning experience. Most of that experience has been with communities with a population under 10,000 that are experiencing high growth rates. She also received certification as an Economic Development Finance Professional in 2016.

RESUME

Cynthia Nash, AICP, EDFP

Overview of Professional Qualifications

Cindy Nash has over 28 years of experience and an extensive well-rounded background in long- and short-range planning, zoning, development review, transportation planning, tourism and recreation planning, ordinance preparation, and economic development. She was certified by the American Institute of Certified Planners in 2000, and also received certification as an Economic Development Finance Professional by the National Development Council in 2016.

Professional Background

Ms. Nash established Collaborative Planning in 2004. She is currently the City or Town Planner to the City of Hanover, City of Cologne, City of Credit River and Louisville Township and served as the City Planner for the City of Carver from 2002 through 2018. In addition, she provides municipal planning services to other local governments on various projects.

Prior to this, Ms. Nash was the Senior Planner at McCombs Frank Roos Associates (now Sambatek), overseeing the activities of the Municipal Planning Department from 2002 through 2004. Representative clients included the City of Carver, Hassan Township, City of St. Paul Park and the City of Taylors Falls.

Ms. Nash was the Director of Planning for Glynn County, Georgia from 1998 through 2000, and continued to provide consulting services to them from 2000 to 2002. Glynn County, located along the Atlantic Coast, contains a diverse demographic and development mix. Under her direction, eight planning staff members coordinated the multiple functions of a full-service planning department. Significant planning projects included the 4000-acre Golden Isles Gateway planned development, which included as its centerpiece a theme park and associated commercial complex. The Planning Department also served as the Federal Highway Administration's designated Metropolitan Planning Organization for the Brunswick urbanized area.

Early in her career, Ms. Nash provided consulting planning services to numerous small but rapidly growing communities through her employment at the Arrowhead Regional Development Commission in Duluth, Minnesota, as well as the Coastal Georgia Regional Development Center in Brunswick, Georgia. In these positions, Ms. Nash prepared numerous comprehensive plans and ordinances, scenic byway corridor management plans, recreation plans, transportation plans, and grants. In addition, she assisted the St. Louis River Board with land acquisition of environmentally sensitive parcels and other planning matters. Ms. Nash also provided planning assistance to the North Shore Management Board and Voyageurs National Park.

Education

Master of Science, Clemson University
Bachelor of Science, Mankato State University

Certifications

AICP, American Institute of Certified Planners
EDFP, National Development Council

Representative Experience

- Bridgewater at Hanover, City of Hanover
- Carver Crossing, City of Carver
- Carver Elementary, City of Carver
- Carver Square (Carver Dental, Children of Tomorrow, retail space), City of Carver
- Carver Station and CMAQ Grant, City of Carver
- City of Carver Comprehensive Plan
- City of Carver/Dahlgren Township Orderly Annexation Agreement, City of Carver
- City of Hanover Comprehensive Plan
- City of Nowthen/City of Oak Grove Concurrent Detachment/Annexation
- Copper Hills, City of Carver
- Credit River Comprehensive Plan
- Credit River Zoning Ordinance and Subdivision Regulations
- Crow River Heights West, City of Hanover
- Freeway Commercial AUAR, City of Carver
- Great Plains Sand, Louisville Township
- Hanover Dental, City of Hanover
- Jordan Aggregate, Sand Creek Township
- Meadows at Spring Creek, City of Carver
- Merriam Junction Sands, Louisville Township
- Mills Fleet Farm, City of Carver
- Minnesota River Bluffs Trail Extension Master Plan, Carver County
- Northwest Carver AUAR and Southwest Carver AUAR, City of Carver
- Oak Tree, City of Carver
- Rivers Edge, City of Hanover
- Spring Creek and Glen at Spring Creek, City of Carver
- Tara Farm, City of Credit River
- Territory, City of Credit River
- TH 41 SDD/TH 41 DEIS/FEIS, Representative for City of Carver
- TH 41/169 Interchange and Frontage Road, Louisville Township
- TH 212 EA/EAW (Carver to Norwood Young America), Representative for City of Carver

2024 PLANNING SERVICES RATE SCHEDULE

Billing Rate. The billing rate for Ms. Nash for 2024 is \$126 per hour, invoiced in ¼ hour increments.

Direct Expenses. In addition to the billing rates listed above, any direct expenses that are incurred in performing services shall be submitted for reimbursement, including but not limited to costs for items such as outside printing, messenger and delivery service, and filing fees. Such costs will be itemized on the invoices provided and will include documentation of the expenses incurred.

Mileage and photocopies. These charges will not be invoiced to the City.

Invoicing. Invoices will be provided monthly with explanatory detail on work performed for each charge. Separate invoices will be provided as requested for client ease in submitting pass-through charges (as applicable) to applicants.



REQUEST FOR COUNCIL ACTION

Agenda Item: 10B3	Department: Administration	Requested Council Meeting Date: January 9, 2024	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVING THE PERSONNEL COMMITTEE, ADMINSTRATOR LEHNER AND FIRE CHIEF SCHMIDT TO MEET AND CREATE A JOB DESCRIPTION FOR THE NOWTHEN FIRE DEPARTMENT CHIEF POSITION.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The team needs to get together to start the process of determining what this position should look like and the responsibilities associated with this position. To accomplish this by the end of 2024, a job description for this new position needs to be created and a search for a new chief should begin as soon as possible. This team will keep the city council updated as we move through the process.

SOURCE OF FUNDING: N/A

REQUESTED COUNCIL ACTION: Motion and second to approve the personnel committee, Administrator Lehner and Chief Schmidt to begin meeting to create a job description and post the position as soon as possible.

SUPPORTING DOCUMENTS ATTACHED: Attached is Resolution 2024-XX.

Resolution	Ordinance	Contract	Minutes	Plan Map

Other:

**CITY OF NOWTHEN
ANOKA COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. ____

RESOLUTION APPROVING JOINT POWERS AGREEMENT

WHEREAS, the City of Ramsey and the City of Nowthen (“the Parties”) have agreed that it is in the best interest of the traveling public and impacted residents to reconstruct Ventre Street between 182nd Lane and 183rd Lane, 182nd Lane between Ventre Street and Waco Street, and Waco Drive and Waco Street between 179th Lane and 182nd Lane (see Exhibit A) and which to share in the costs required to reconstruct these sections of streets (“the Project”); and

WHEREAS, the Parties have negotiated a Joint Powers Agreement regarding the Project which calls for each party to approve the Joint Powers Agreement by resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF NOWTHEN, ANOKA COUNTY, MINNESOTA:**

1. That the City of Nowthen hereby approves the Joint Powers Agreement with the City of Ramsey for the proposed Project improvements attached hereto as Exhibit A. Should the City of Ramsey propose any revisions to Exhibit A after the date of this Resolution, such proposed amendments shall be subject to the review and approval of the Nowthen City Attorney. The Mayor and City Administrator are authorized to enter into the Joint Powers Agreement subject to the terms of this Resolution.

Passed this ____ day of January 2024.

Jeff Pilon, Mayor

Scott Lehner, City Administrator



**JOINT POWERS AGREEMENT
BETWEEN THE CITY OF RAMSEY AND THE CITY OF NOWTHEN
REGARDING THE PUBLIC IMPROVEMENTS RELATED TO THE
STREET RECONSTRUCTIONS OF 182ND LANE, VENTRE STREET,
WACO DRIVE AND WACO STREET**

THIS AGREEMENT is made and entered into on the latest date set forth below by and between the City of Ramsey and the City of Nowthen, both being municipal corporations of the State of Minnesota.

RECITALS

1. Ramsey and Nowthen (“the Parties”) agree it is in the best interest of the traveling public and impacted residents to reconstruct Ventre Street between 182nd Lane and 183rd Lane, 182nd Lane between Ventre Street and Waco Street, and Waco Drive and Waco Street between 179th Lane and 182nd Lane (see Exhibit A) and which to share in the costs required to reconstruct these sections of streets (“the Project”).
2. Subject to the terms set forth below, the Parties agree to share in the financial responsibilities for the construction of the Project.
3. The Parties recognize and acknowledge that equal benefit will be received upon completion of the Project.
4. Minnesota Statutes section 471.59 authorizes political subdivisions of the state to enter into joint powers agreements for the joint exercise of powers common to each.

AGREEMENT

In consideration of the mutual undertakings expressed herein, the Parties agree as follows:

1. Purpose. The purpose of this Agreement is to set forth the terms of the agreement between the Parties concerning the construction and financing of the Project. This Agreement does not create a joint powers board.
2. Project Responsibility.
 - a. Ramsey shall design the Project within the Ramsey city limits. Nowthen shall design the Project within the Nowthen city limits.
 - b. Ramsey shall contract with contractors and administer construction for the Project in accordance with Minnesota law. Nowthen shall have the right to inspect, review and comment upon Project administration. Ramsey shall have final authority with respect to all construction administration decisions except that Ramsey shall provide Nowthen with an analysis of the bids received for the Nowthen portion of the project and shall obtain Nowthen’s approval of the bid before awarding a contract. Ramsey shall further obtain Nowthen’s approval for any change orders affecting the

Nowthen portion of the Project. Should Nowthen not approve the requested, change order, Ramsey shall not be responsible to any additional Project costs related to Nowthen's decision.

- c. Ramsey shall conduct inspections of the construction process within Ramsey city limits. Nowthen shall conduct inspections of the construction process within Nowthen city limits.
- d. For purposes of performing its obligations under this Agreement, Nowthen hereby grants to Ramsey the right to use the streets, public ways, and easements of Nowthen for the purposes of constructing the Project, including any excavations necessary to perform work incidental to the performance of this Agreement. Nowthen agrees to cooperate to the fullest extent in the protection of any excavations or barricades that may be necessary for the work being performed by the contractor on the Project.
- e. For purposes of performing its obligations under this Agreement, Ramsey hereby grants to Nowthen the right to use the streets, public ways, and easement of Ramsey for the purposes of constructing the Project, including any excavations necessary to perform work incidental to the performance of this Agreement. Ramsey agrees to cooperate to the fullest extent in the protection of any excavations or barricades that may be necessary for the work being performed by the contractor on the Project.
- f. Ramsey agrees to assist Nowthen in the notification and coordination with all businesses and residents located within the Project. Nowthen agrees to assist Ramsey in the notification and coordination with all businesses and residents located with the Project. Ramsey will provide contact numbers for key members of the construction team on the Project.
- g. Each of the Parties will acquire the necessary right of way and easements, if any, to permit construction of the Project.

3. Division of Cost.

- a. The Parties agree to share in the final costs of the Project. Ramsey agrees to pay all partial and final construction costs for the Project. Nowthen agrees to repay its share of the Project costs to Ramsey on a net 30-day basis following Ramsey payment to contractors. No interest rate shall be applied to Nowthen's share of the Project costs.
- b. Ramsey's share of the final costs includes the required engineering design costs, construction costs, and inspections costs required to construct the improvements within the Ramsey city limits. Nowthen's share of the final costs includes the required engineering design costs, construction costs, and inspections costs required to construct the improvements within the Nowthen city limits.

4. Approval. Before this Agreement shall become binding and effective it shall be approved by corresponding resolutions of the City Councils of Ramsey and Nowthen. The resolutions shall be attached as Exhibits B and C.

5. Liability. Both cities mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses, or damages, including reasonable attorney's fees, resulting from the acts or omissions

of the respective officers, agents or employees of the indemnifying party, to the extent such acts or omissions relate to activities conducted by the indemnifying party under this Agreement.

6. Miscellaneous. It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter of this Agreement. Any alterations, variations or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.
7. Street Maintenance. Maintenance of the improvements shall the responsibility of the parties within their own city limits.
8. Termination. Except as to Nowthen's right not to accept the bid as outlined in Section 2b of this Agreement, neither Party shall be allowed to terminate this Agreement without prior approval from the other Party. The terminating Party agrees to pay all Project costs incurred through the date of termination. This Agreement will expire upon all obligations being satisfactorily fulfilled.
9. Notice. For purposes of delivery of notices herein, the notice shall be effective if personally delivered, or delivered by certified mail, to the City Administrator of Nowthen, 8188 199th Avenue NW, Nowthen, Minnesota 55330, or the City Administrator of Ramsey, 7550 Sunwood Drive NW, Ramsey, Minnesota 55303, as applicable.

CITY OF RAMSEY

CITY OF NOWTHEN

Mayor

Mayor

Attest:

City Clerk

City Clerk

Dated

Dated

January 2024

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 31	Jan 1, 24 New Years Day - Office Closed	2	3 Fire Training AM and PM	4	5	6
7	8	9 7:00pm City Council Meeting (Historic Town Hall)	10 Fire Training AM and PM	11 Christie Wall Anniversary 1-11-23	12	13
14	15 Martin Luther King Jr. Day Office Closed	16	17 Fire Training AM and PM	18 Last Day to register for the Elected Leaders Institute	19 Presidential Primary Early Voting Begins (City Office)	20
21	22	23	24	25	26	27
Presidential Primary Early Voting Begins (City Office)						
	On Line Learning Begins for Elected Leaders Institute	7:00pm Planning & Zoning Meeting (Historic Town Hall)	Fire Training AM and PM	6:00pm Anoka Cty Fire Protection Council Meeting		
28	29	30	31	Feb 1	2	3
Presidential Primary Early Voting Begins (City Office)				6:00pm Local Government Officials Meeting		

February 2024

February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3					1	2	
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 28	29	30	31	Feb 1	2	3
Presidential Primary Early Voting Begins (City Office)						
4	5	6	7	8	9	10
Presidential Primary Early Voting Begins (City Office)						
			Fire Training AM and PM		Elected Leaders Institute (Register before Jan. 18th) (Plymouth)	
11	12	13	14	15	16	17
Presidential Primary Early Voting Begins (City Office)						
		7:00pm City Council Meeting (Historic Town Hall)	Fire Training AM and PM			
18	19	20	21	22	23	24
Presidential Primary Early Voting Begins (City Office)						
	Presidents Day Office Closed		Fire Training AM and PM			
25	26	27	28	29	Mar 1	2
Presidential Primary Early Voting Begins (City Office)						
		7:00pm Planning & Zoning Meeting (Historic Town Hall)				

March 2024

March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 25	26	27	28	29	Mar 1	2
					Presidential Primary Early Voting Begins (City Office)	
3	4	5	6	7	8	9
Presidential Primary Early Voting Begins (City Office)		Presidential Primary Election (Nowthen Alliance Church)	Fire Training AM and PM			
10	11	12	13	14	15	16
	City Audit with BergenKDV (City Office)					
		7:00pm City Council Meeting (Historic Town Hall)	Fire Training AM and PM			
17	18	19	20	21	22	23
	11:00am 1st Capital Improvement Meeting with Department Heads		Fire Training AM and PM			
24	25	26	27	28	29	30
		7:00pm Planning & Zoning Meeting (Historic Town Hall)				
31	Apr 1	2	3	4	5	6

April 2024

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27
	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4
12	13	14	8	9	10	11
19	20	21	15	16	17	18
26	27	28	22	23	24	25
			29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1	2	3 Fire Training AM and PM	4	5	6
7	8	9 7:00pm City Council Meeting (Historic Town Hall)	10 Fire Training AM and PM	11	12	13
14	15	16 10:00am 2nd Capital Improvement meeting with department heads (City Office)	17 Fire Training AM and PM	18	19	20
21	22	23 7:00pm Planning & Zoning Meeting (Historic Town Hall)	24	25 6:00pm Anoka County Fire Protection Council	26	27
28	29	30 6:00pm Capital Improvement City Council Work Session (Historic Town Hall)	May 1	2	3	4

May 2024

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4
12	13	14	8	9	10	11
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30						29

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1 Fire Training AM and PM 8:00am MS4 Spring Training to be completed	2	3	4
5	6	7	8 Fire Training AM and PM	9	10	11 Don Phillips Anniversary 5-11-23
12	13	14 6:30pm APPROVE 2025 CAPITAL IMPROVEMENT PLAN 7:00pm City Council Meeting (Historic)	15 Fire Training AM and PM	16	17	18 7:30am TENTATIVE RECYCLING DAY (Recycling Center)
19	20	21	22 Fire Training AM and PM	23	24	25
26	27 Memorial Day Office Closed	28 7:00pm Planning & Zoning Meeting (Historic Town Hall)	29 6:00pm Local Government Officials Meeting	30	31	Jun 1

June 2024

June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 26	27	28	29	30	31	Jun 1
2	3	4	5 Fire Training AM and PM	6	7	8
9	10	11 7:00pm City Council Meeting (Historic Town Hall)	12 Fire Training AM and PM	13	14	15
16	17 11:00am 1st 2025 Budget Meeting with Department Heads (City Office)	18	19 Fire Training AM and PM Juneteenth Office Closed	20	21	22
23	24	25 7:00pm Planning & Zoning Meeting (Historic Town Hall)	26 Annual LMC Conference (Rochester)	27	28 Primary Election Early Voting Begins (City Office)	29
30 Primary Election Early Voting	Jul 1	2	3	4	5	6

July 2024

July 2024							August 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 30	Jul 1	2	3	4	5	6
Primary Election Early Voting Begins (City Office)						
			Fire Training AM and PM	Independence Day Office Closed		
7	8	9	10	11	12	13
Primary Election Early Voting Begins (City Office)						
	12:00pm 2nd 2025 Budget Meeting with Department Heads (City Office)	7:00pm City Council Meeting (Historic Town Hall)	Fire Training AM and PM			
14	15	16	17	18	19	20
Primary Election Early Voting Begins (City Office)						
			Fire Training AM and PM			
21	22	23	24	25	26	27
Primary Election Early Voting Begins (City Office)						
		7:00pm Planning & Zoning Meeting (Historic Town Hall)	Fire Training AM and PM	6:00pm Anoka County Fire Protection Council Meeting		
28	29	30	31	Aug 1	2	3
Primary Election Early Voting Begins (City Office)						
	6:00pm 1st Budget Meeting Work Session with City Council (Historic					

August 2024

August 2024							September 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 28	29	30	31	Aug 1	2	3
				Primary Election Early Voting Begins (City Office)		
				Scott Lehner Anniversary 8-1-22		
4	5	6	7	8	9	10
Primary Election Early Voting Begins (City Office)						
			Fire Training AM and PM			9:00am Early Voting - City Office must be open
11	12	13	14	15	16	17
Primary Election Early Voting Begins (City Office)		Primary Election (Nowthen Alliance Church)	Fire Training AM and PM	6:00pm 2nd Budget Work Session with City Council (Historic Town Hall)		
18	19	20	21	22	23	24
		7:00pm City Council Meeting (Historic Town Hall)	Fire Training AM and PM			
25	26	27	28	29	30	31
	6:00pm 3rd Budget Work Session Meeting with City Council (Historic Town Hall)	7:00pm Planning & Zoning Meeting (Historic Town Hall)				

September 2024

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 1	2 Labor Day Office Closed	3	4 Fire Training AM and PM	5	6	7
8	9	10 7:00pm City Council Meeting (Historic Town Hall)	11 Fire Training AM and PM	12	13	14 7:30am TENTATIVE RECYCLING DAY (RECYCLING CENTER)
15	16	17	18 Fire Training AM and PM	19	20 General Election Early Voting Begins (City Office)	21
22	23	24	25	26	27	28
General Election Early Voting Begins (City Office)						
		7:00pm Planning & Zoning Meeting (Historic Town Hall)	Fire Training AM and PM			Heritage Festival (Memorial Park)
29 General Election Early Voting Begins (City Office)	30	Oct 1	2	3	4	5

October 2024

October 2024							November 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	8	9
20	21	15	16	17	18	19	17	18	19	20	21	22	23
27	28	22	23	24	25	26	24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 29	30	Oct 1	2	3	4	5
General Election Early Voting Begins (City Office)						
					Eric Madsen Anniversary 10-4-2004	
6	7	8	9	10	11	12
General Election Early Voting Begins (City Office)						
		6:30pm ACCEPT PRELIMINARY 7:00pm City Council Meeting (Historic)	Fire Training AM and PM			
13	14	15	16	17	18	19
General Election Early Voting Begins (City Office)						
			Fire Training AM and PM			
20	21	22	23	24	25	26
General Election Early Voting Begins (City Office)						
		7:00pm Planning & Zoning Meeting (Historic Town Hall)	Fire Training AM and PM	6:00pm Anoka County Fire Protection Council Meeting		
27	28	29	30	31	Nov 1	2
General Election Early Voting Begins (City Office)						
		10:00am Early Voting - City Office must be open until 7 pm. (City Office)				

November 2024

November 2024							December 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 27	28	29	30	31	Nov 1	2
					General Election Early Voting Begins (City Office)	
						9:00am Early Voting - City Office must be open (City Office)
3	4	5	6	7	8	9
General Election Early Voting Begins (City Office)		General Election (Nowthen Alliance Church)	Fire Training AM and PM			
9:00am Early Voting - City Office must be open (City Office)						
10	11	12	13	14	15	16
	Veterans Day Office Closed	7:00pm City Council Meeting (Historic Town Hall)	Fire Training AM and PM		Issac Schulz Anniversary 11-15-23	
					Natalie Johnson Anniversary 11-15-21	
17	18	19	20	21	22	23
			Fire Training AM and PM			
24	25	26	27	28	29	30
		7:00pm Planning & Zoning Meeting (Historic Town Hall)		12:00am Thanksgiving Holiday Office Closed 6:00pm	Sue Schmidt Anniversary 11-29-23	

December 2024

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1	2	3 Joe Glaze Anniversary 12-3-91	4 Fire Training AM and PM	5	6	7 Chris Riley Anniversary 12-7-23
8	9	10 6:00pm PUBLIC HEARING ADOPT 2025 BUDGET 7:00pm City Council Meeting (Historic)	11 Fire Training AM and PM	12	13	14
15	16	17	18 Fire Training AM and PM	19	20	21
22	23	24	25 Fire Training AM and PM	26	27	28
City Offices Closed						
29 City Offices Closed	30	31	Jan 1, 25	2	3	4