

AGENDA  
Nowthen City Council  
June 8, 2021  
@ 7:00 PM

1. **7:00 PM:** Consent Agenda:
  - a) Approve City Council Meeting Minutes of 04-20-2021
  - b) Financial Report: Approve Treasurer's Report, and Claims dated March 10, 2021 through June 1, 2021.
  - c) Resolution 2021-20 Approving Liquor License Application for the Long Horn Group #2, DBA Bootleggers Saloon & Eatery
  - d) Resolution 2021-21 Approving Liquor License Application for Burns Bottle Shop and Northwoods Bar & Grill
  - e) RCA Appointing new Planning & Zoning Commission Members
  - f) RCA Request from Nowthen Heritage Festival Committee
  - g) Resolution 2021-23 Accepting the Coronavirus Fiscal Recovery Fund Established under the American Rescue Plan Act
  - h) Clerk's Memo – Approve Hiring Part-Time Recycle Center Attendant, Kelly Joslin
  - i) Clerk's Memo - Approve Part-Time Seasonal Ditch Mower
  - j) Resolution 2021-24 & 2021-25 Awarding Contracts for Road Projects
  
2. **7:15 PM:** Floor Items
  
3. **7:25 PM:** Sheriff's Report
  
4. **7:45 PM:** Planning & Zoning
  - a) FX Auto, CUP for Auto Repair – 19745 Nowthen Blvd
  - b) Amended IUP for Exterior Storage – 19009 Rhinestone Street
  - c) Front Setback Variance, House Addition – 20066 Baugh Street
  - d) Ordinance Amendment – Grading, Landscaping & Erosion Control Escrow
  
5. **8:30 PM:** Administration
  - a) Discuss training dates for Planning & Zoning Commission Members, Council & Staff
  
6. **8:45 PM:** For the Good of the Council
  
7. **9:00 PM:** Adjourn

MINUTES  
Nowthen City Council  
April 20, 2021  
*Recessed from the  
April 13, 2021 City Council Meeting*

1. Meeting called to order at 7:00 pm.

Members attended: Mayor Pilon, Councilmember Alders, Councilmember Blake, Councilmember Greenberg

Councilmember Rainville - via phone

Also in attendance: City Planner, Liz Stockman and City Clerk, Lori Streich

Councilmember Rainville asked that RCA Requesting paper shredding component at the Saturday, May 8, 2021 Spring Recycling Event be added to the agenda. Mayor Pilon asked that the Planning & Zoning Interview process be added to the agenda.

**MOTION TO APPROVE THE AGENDA AS AMENDED BY BLAKE, 2<sup>nd</sup> BY ALDERS; ALL IN FAVOR, MOTION CARRIED.**

Consent Agenda

- a) Resolution 2021-19 Approving Elk River Youth Softball Association Care & Use of Softball Fields

**MOTION TO APPROVE RESOLUTION 2021-19 APPROVING ELK RIVER YOUTH SOFTBALL ASSOCIATION CARE & USE OF SOFTBALL FIELDS BY RAINVILLE, 2<sup>nd</sup> BY PILON; ALL IN FAVOR, MOTION CARRIED.**

Financial

- a) Quarterly Report

Council received the Quarterly Report and has had a couple weeks to review. No questions or comments were presented.

Planning & Zoning

- a) Property line change to split 10 acres off an 80 acre parcel – Dryden

Planner Stockman presented Council with a lengthy report, containing a lot of details. Stockman explained that they've really not gotten anywhere since she hasn't received any documents from the Drydens. Her job as a zoning administrator is to work with people regarding what the requirements are for subdivisions, conditional use permits, etc. She has met several times with the Drydens and she shared with them what she was looking for. They needed to start with the easement or road. We don't know if they own this strip of land if it's an easement situation, who it was deeded to, and if it's been properly recorded. That will dictate how the property is subdivided. It is critical and required that they submit a certificate of survey showing property boundaries. The whole 80 acres will need to be surveyed in order to split a piece from it. If they do not have street frontage, they need to create it. A cul-de-sac may need to be added if the 66 feet already exists. We no longer allow access via easement situations. It has to be a permanent road easement dedicated to the city.

Generally speaking, she's not sure why there's hesitation. She understands that it's a costly

process, but when we are dealing with the state, the county, the city, MNDOT, and wetland issues, there's a whole host of local governments that have to be involved. It's perceived by a lot of residents that this is an easy process. It seems like it would be easy when you want to move a lot line from north south to east west or whatever the case may be, but there's many steps involved. Normally a resident doesn't come before council unless there's something to present, and something to approve, and we haven't received anything.

Stockman has nothing to evaluate, and doesn't know yet if that 66 feet exists as a public road or not. This is an ordinance, a city code that the City Council adopted. Her job is to work with people on trying to achieve these things. Some of this is inexperience. There's a lot of people in Nowthen that have never split property, never developed property, or maybe if they have, it hasn't been done since township days.

Without any supporting documents to look at or review, we just can't move forward. Their friend that is a surveyor may not be a registered surveyor licensed in Minnesota because if he had been he would have provided that to the city. Instead he called the Engineer and asked what was needed.

Pilon asked where it should go from here. Somehow we're all in agreement that these steps need to be taken. The Drydens want to get moving on the project.

Deb Dryden – 6660 Viking Blvd, said they are trying not to do a minor subdivision. They have two separate pieces of property. They sold their son the house that's within the 80, so they would like to pull 10 acres off, mostly for mortgage reasons. His taxes would be less for a 10 acre lot, vs. 80 acres. They do not plan on developing that for many years, because now their daughter lives at the other end. They acquired 33 feet of torrence property. The east 33 feet is abstract. She doesn't remember if she recorded that east part.

Stockman explained that the 66 feet would have to be deeded to the city in a form of a permanent roadway easement. Their son would need to have access to his home, and the ordinance requires a turnaround so there would have to be some sort of a cul-de-sac or hammerhead for a turnaround, which is not a big deal. They do have to survey the 80 acres in order to split the 10 acres out of it. And they have to provide street access to the 10 acres.

The Drydens asked why they had to provide a survey for every building on every lot, every sewer & well on every lot. The sewers comply, and why do they have to comply?

Stockman explained that that's part of the surveying process, and when you are creating another lot, doesn't matter if it's 5 acres or 70 acres, you have to prove that it can support the septic system, primary and a backup.

Independent of all of the property that the Dryden's own, they just want to move the lot line on the (2) 10 acre lots that they purchased in January.

Stockman said that it doesn't have to tie in to the other properties if they know what the status is of the two 33 foot strips. If they have to involve one of the 10 acre lots, to take one of the two 33 foot strips. If the 33 foot strips are separate from the two tens, the other acres do not have to be involved. If you are doing a lot line reconfiguration, they have to be surveyed. It can potentially be done at two separate times so they don't have to plat. It would just take a little longer. The wetland delineation is not an option.

Dryden's said they don't want to plat because it's so expensive, and they don't mind having it take a little longer.

Stockman stated at this point, she can talk with the wetland specialist about the delineation. She knows that it is required, but if there is any way we can minimize the area. The other thing to consider is the number of lots that you are serving overall. You will have 4 lots that are coming off of this future cul-de-sac.

Councilmember Alders stated that his understanding is that the first step is to get the paperwork on the 66 feet. Secondly, a cul-de-sac or turnaround needs to be added to the end of that. He asked Stockman what needs to happen with the survey of the 80 acres.

Stockman said they have to survey all of it and she would like to avoid having to do the lot line reconfiguration separately but she doesn't want to create a precedent where we are allowing a four lot split. Stockman said she can provide a 5-10 page list of things to do but not everything applies to every lot. She asked that the Drydens get a copy of the recorded documents from the two 33 foot strips she will have the Engineer look at it and then better guide them as to what that surveyor needs to do.

Dryden's asked about park and trail fees.

Stockman replied that when you are creating a lot, yes, it applies to any new lot, whether it's a minor subdivision or a plat.

b) Brand Name Storage Phases 2 and 3, CUPs, Variance, Lot Reconfiguration

Stockman explained that Mr. Peterson has done a good job at addressing the majority of the issues regarding stormwater and revisions to the site plans. She wants Council to understand where the Nova Brick will be placed and that they did address that fire truck turnaround.

All of the east end of the buildings that are visible will have the Nova Brick. With all of the conditions as outlined in the finding of fact, Mr. Peterson will be going forward with a grading permit before he gets his actual building plans approved. Attorney Ruppe will be drafting the grading agreement similar to the one that he used in Phase 1.

Rainville commented about the color scheme and if it would fit into the area, and they ended up with blue again. She would like to request a color other than blue. She had thought there was a discussion regarding the colors that are more natural looking that would compliment the buildings that are close to them. They also talked about having fake windows on the ends of some of the buildings.

Pilon stated that he remembers talking about earth tones and asked Mr. Peterson what changing the colors of Phase 2 and Phase 3 would do to his scheme.

Mr. Peterson remembers having this conversation and it was agreed that blue was an earth tone because the water is blue and the sky is blue. He would like to keep Phase 2 and Phase 3 consistent.

Stockman commented that they did bring the color specific back to the Planning & Zoning Commission and they did talk about it and it was specifically approved as blue.

Blake said that we need continuity in the city and not have people coming in with oranges, blues, greens & bright colors that might not fit in. This should have been thought of when Phase 1 was approved and we cant go back now and ask him to change Phase 2 and Phase 3.

Pilon said that the council is the architectural review committee and it has actually been years since they've met on architectural review issues. Blue is typically a cooler color and doesn't normally fit in the earth tones.

Mr. Peterson stated that he thinks blue is a beautiful color and Mayor Pilon and Councilmember Blake seem to enjoy the color blue with what they are wearing, so why would they deny him the color blue?

Alders stated that it's fine if they choose this for a later discussion but Phase 1 is done and he's trying to replicate Phase 2 and Phase 3 to look like Phase 1 so it's a consistent storage facility not a blue one, a brown one, and a tan one. Alders proposes that if they choose to have a discussion on the definition of earth tones is maybe more like across the street versus the sky and the lakes, that's fine, but he doesn't think you can change it halfway through his phase construction process that he presented a few years ago.

Blake agreed with Alders that you have to have continuity and it would look ridiculous to change it midstream.

Stockman agrees with Alders and commented that they do have control at this point about landscaping and he's got quite a significant amount just south of Phases 2 and 3. If you feel like you don't want to see these buildings from Viking Blvd, then put more landscaping down there.

**MOTION TO APPROVE THE CONDITIONAL USE PERMIT TO ALLOW THE DEVIATION OF A SETBACK TO ALLOW THE CONDITIONAL USE PERMIT UNDER SECTION 11-3-9-C-9 FOR MULTIPLE PRINCIPAL BUILDINGS, A VARIANCE FROM CITY CODE SECTION 11-6-2-K, AND THE EXISTING RESIDENTS USE ON PARCEL B WILL CONTINUE AS AN INTERIM USE PERMIT UNDER SECTION 11-3-9-D-5 UNTIL PHASE 3 COMMENCES BY ALDERS, 2<sup>ND</sup> BY BLAKE; AYES – ALDERS, BLAKE, PILON, GREENBERG; NAYES – RAINVILLE, MOTION CARRIED.**

c) Ordinance Amendments

Stockman said that her thoughts on Ordinance Amendments would be to make this landscaping grading escrow a priority since we are just getting going with building season and then the certificate of occupancy would tie into that, where you maintain some escrow especially if they are getting a temporary CO. This will happen at certain times of the year when contractors are unable to finish their landscaping, grading, and stabilizing soil with sod or seed. Commercial would have a different process for commercial industrial versus residential. Some cities require development agreements for individual developments. That would be something that the City Engineer and City Attorney could talk about if Council is interested in that degree of detail. Otherwise Stockman can work with the City Engineer to get something that is satisfying. An estimate would be given, just as is done for residential subdivisions, what the cost to finish grading would be, should the developer or land owner abandon the project, and what the letter of credit should be.

The discussion on storage facilities, moratoriums or an ordinance not allowing similar or same businesses from being next to each other continued. Pilon brought up the option of having Attorney Ruppe draft a moratorium on storage units while Council researches the issue. Councilmember Alders agreed, and commented that they would also want to further define what their architectural requirements should be.

Stockman stated that there really isn't anywhere around this area that would be big enough to establish another facility unless we were to re-zone something. She recommended having a more detailed section of the ordinance that gets included for review and approval when these developments come through. That way you have Planning & Zoning and Council can review what Planning & Zoning recommends. It would be nice to create a packet graphically showing what the city wants that can be given to these property owners or developers. She has some good examples. Stockman will put together a design packet, along with these ordinance changes. She would also like to add the upgrading of the types of screening/fencing that we allow. Stockman asked how detailed they want to be with architecture with industrial versus commercial.

Stockman will put together an architectural design packet for the May meeting, and will make sure that as designs come up, she contacts the architectural review committee so it can be discussed. She will also address items 1, 5 and 2 on the ordinance amendment.

#### Public Works

a) Purchase of Capital Equipment-Mack Truck, continued  
Moved to last item on agenda

b) Resolution 2021-11 Approving the 2021 Crack Seal Plan

**MOTION TO APPROVE AMENDED RESOLUTION 2021-11 2021 CRACK SEAL PLAN, ADDING KRYPTON, 183<sup>RD</sup>, 184<sup>TH</sup>, MERLE'S LANE, 189<sup>TH</sup> & 190<sup>TH</sup>, BY RAINVILLE, 2<sup>ND</sup> BY GREENBERG; ALL IN FAVOR, MOTION CARRIED.**

c) Resolution 2021-12 Approving the 2021 Proposed Gravel & Dust Control Plan

**MOTION TO APPROVE 2021-12 APPROVING THE 2021 PROPOSED GRAVEL & DUST CONTROL PLAN BY RAINVILLE, 2<sup>ND</sup> BY BLAKE; ALL IN FAVOR, MOTION CARRIED.**

b) RCA – Seasonal Park/Recycle Center & Seasonal Truck Driver

**MOTION TO APPROVE RCA-SEASONAL PARK/RECYCLE CENTER & SEASONAL TRUCK DRIVER POSITIONS BY BLAKE, 2<sup>ND</sup> BY ALDERS; ALL IN FAVOR, MOTION CARRIED.**

#### Recycle Center

a) Clerk's Presentation – History & Recommendations

Streich gave a presentation of the recycling center with history and information she has gathered, as well as recommendations. She recommended drop box windows that allow for free recyclables to be dropped off at any time, and the center staffed one Saturday a month for paid recyclables. If the Recycle Center is staffed, there would be less theft, vandalism and items dropped that aren't accepted.

Streich will submit an RCA to council for the May City Council meeting requesting a part time employee, with core hours, to staff the recycle center. Grant funds could be used to build an office at the recycle center.

b) RCA – Council Member Rainville

Rainville submitted an RCA offering a paper shredding component at the Saturday, May 8, 2021 Spring Recycling Event. There is currently a bin at the city offices for residents to deposit their papers for shredding, but she wanted Council's input on offering it at the Recycling Event.

Pilon stated that since it wasn't advertised in the Spring Newsletter, he feels this is a lot of money to spend without the opportunity of people knowing about it. Maybe wait for the Fall event so it can be advertised.

Rainville said she will bring it back up for the Fall Recycling Event.

Administration

a) RCA – City Facebook Page

The City Facebook page will be postponed until staff has adequate time to devote to this project.

b) Resolution 2021-07 North Metro Animal Control Contract, continued

Streich explained that Planner Stockman would continue to inspect the commercial kennels in the city, and North Metro Animal Control would inspect the private kennels.

The dangerous dog addendum will be added and the contract will go from 1 year to 2 years.

**MOTION TO APPROVE RESOLUTION 2021-07 NORTH METRO ANIMAL CONTROL CONTRACT AS AMENDED WITH PLANNER STOCKMAN INSPECTING COMMERCIAL KENNELS BY ALDERS, 2<sup>ND</sup> BY GREENBERG; ALL IN FAVOR, MOTION CARRIED.**

For the Greater Good of the Council

a) Planning & Zoning Candidates

Pilon stated that the interviews have taken place for 4 candidates, and the request is to wait until May to complete the interviews for one more person if able to by then, and then make a decision in May. This would push us out another month, pushes out training. We could move ahead with what we've got and encourage this final candidate to look at the next opening, or do we wait a month and hopefully hang on to the candidates that we've already interviewed.

Blake said that she knows that this candidate had no control over his situation, and feels that he should have the opportunity to be interviewed. She feels that the other candidates will be sympathetic to the situation.

Greenberg stated that this candidate indicated that he would still like to be interviewed, and he is in favor of allowing him to interview.

Rainville thinks that we should move forward. There are 4 candidates for 3 openings. There's been an opening on Planning & Zoning since January of 2020, and an opportunity for anyone to apply for that, and none of these candidates applied. She would like to move forward.

Alders stated that we have to interview him. He submitted his application in January. He doesn't agree that there have been openings since January 2020 that weren't filled, because we never posted for them. When this candidate applied in January 2021, Council told him he couldn't apply because it wasn't posted, now Rainville is stating that someone could have applied even if it wasn't posted. You can't have it both ways.

Pilon disagreed that he was told that he couldn't apply because it wasn't posted. It was because Council didn't have the process down.

Majority of Council agreed to wait until the final candidate had an opportunity to interview, which will be scheduled for early May.

Public Works

a) Purchase of Capital Equipment-Mack Truck, continued

Pilon stated that Rainville had a ton of questions regarding this and if her questions were all answered. She said yes and no. She is still not comfortable on voting on this purchase. There will be sales tax that will need to be paid. In talking with her friends, she doesn't understand why the Public Works Supervisor chose a Mack Truck over another truck like Freightliner or Peter Built. There was an inconsistency in the dollar amount in the beginning, the sales tax hasn't been included, and she wants to see what options were looked at. What is so much better in this truck than the other trucks in the state bidding process? She still has questions about keeping the old truck.

Alders asked with a Capital Purchase like this, at a higher level that Council should be on, it is crazy that they are looking at whether they should use a 7 pin connector or a 4 pin connector, which transmission, which truck, etc. At a higher level, the city council should approve a certain amount of dollars for a capital acquisition and then Streich and her team go out and find a truck for the price that meets the capital acquisition price. If they choose to keep the old truck, or trade it in, that's all part of it. He's trying to understand this process because if he's Streich, and he's got a council member or somebody else that knows nothing about trucks asking a thousand questions on why did you pick this warranty, why did you pick this wiring harness, why do we need 2 strobe lights – it's crazy. We should trust staff, and from what he's been told, Glaze is the expert and went through this proposal line itemed it out and said this is what we need for our city. Alders agrees as council members they need to be stewards of our cash, but once we made this decision to say we are going to spend ¼ million dollars on a new truck because we know it's time, the other one is shot, allow staff to go out and make that purchase. We are not giving staff the opportunity to go out and get that truck.

Pilon said that there is a capital improvement plan and it's two hundred thousand. So we've gone over our plan, he feels without justification.

Streich said that's not a fair comment as she has been providing all of the detailed information for the past several meetings now and answering pages of questions from council.

Alders continued by saying that if the truck cannot be purchased for two hundred thousand, maybe the mower that's in the plan needs to be taken off until next year.

Pilon said that years ago, before Streich started, council would tell Public Works Supervisor Glaze to put a placeholder in the capital improvement plan. Glaze presented this purchase in 2019 and the number that was discussed was two hundred thousand.

Alders asked if the goal is to have Streich go back to the team and ask if they can get a truck for two hundred thousand? Will it need to be de-featured, do we have to trade in the old truck, or do we have to revise our capital improvement plan.

Pilon said that they have never done this before with the current staff. The last truck purchased was when the city was a township. It was different back then.

Alders said that his point is that if council is authorizing staff to spend up to two hundred grand, let her run with that. If she goes through all 10 or 12 different makes of trucks and can't get one for that, and says okay, we had a plan of 200 for a truck and a plan of 80 for a mower, I reviewed it with my team and we can't get a truck for 200, it's going to be 240, our team has found a used mower for 40 that we think will work so we can hit the overall budget and get both, fine, or we are going to have to trade a truck in. He doesn't want to dig into truck specs after Glaze has already done it. It totally kills staff's



enthusiasm or try because he knows the next time he goes to buy something council will tear it apart anyways.

Streich explained that she came into this project after it had already been in the process. It was discussed by the Road & Bridge Committee several years ago, and then added to the 2019 capital improvement plan with explanation on why the truck was needed, and why they were planning for it. Her understanding was that she was to bring the specs to council for approval at this point. Staff did say that the mower would be taking a back seat to this purchase because the truck was coming in over budget. Glaze had researched other truck models and there were reasons he was choosing the Mack truck over the others, so he did not pursue pricing on the other models. If council does not want to purchase the truck, she is just asking that they vote on it and we can move forward. The current truck is 21 years old and is the primary truck for hauling in the city.

Blake said she sees everyone's points but they need to have confidence and express the confidence that they have in the staff. If Glaze has chosen this truck, we need to trust that he has chosen the best truck for what he feels needs to be purchased for the city. This just puts a division between council and staff. She understands that council is responsible in the end, but we overdue our questioning everything and trusting so little of what is presented to us that maybe this person knows enough that we can trust their decision. If it's the money and you don't want to spend it, just say it. At this point, we've been going over this and going over this and they've been answering the questions to the best of their ability and we're still not satisfied.

Alders said he would like to understand the process so the next time we go through this it isn't so painful. He does not want to go through line by line and spec out the truck for them. That is what he feels is micromanaging. Staff knows what they need. Alders wants to get to a point where they can empower staff to make a recommendation that we can support because right now it feels like Streich brings us something, we shoot it down, she goes back, answers a bunch of questions via email, she comes back, we aren't happy with that, and we've been talking about this truck for three different meetings now and we still don't have a decision.

Rainville stated that when they place money in the budget, it's a placeholder. That money is not obligated to be spent. She wants more justification. Also, if the older truck is so bad that needs replacing, why would we ask to keep it.

Adjourn

**MOTION TO ADJOURN AT 10:18 PM BY BLAKE, 2<sup>ND</sup> BY ALDERS; ALL IN FAVOR, MOTION CARRIED.**

**Respectfully Submitted,**

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Lori Streich, City Clerk/Treasurer

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Jeff Pilon, Mayor

CITY OF NOWTHEN

\*Cash Balances

Current Period May 2021

Fund	2021 Begin Balance	Receipts	Disbursements	-----Transfers-----		JE Payroll	Balance	
				Rec/Disb	Journal Entries			
<b>10100 Checking</b>								
100 General Fund	\$661,050.57	\$209,380.79	\$553,052.53	\$0.00	\$17,371.54	(\$85,390.15)	\$249,360.22	In Bal
205 Farmers Market	\$0.00	\$0.00	\$270.00	\$0.00	\$0.00	\$0.00	(\$270.00)	In Bal
210 CARES Act Fund	\$85,265.54	\$0.00	\$51,928.00	\$0.00	(\$17,371.54)	\$0.00	\$15,966.00	In Bal
222 Economic Develop	\$2,489.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,489.02	In Bal
305 Basalt St Debt Serv	\$1,066.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,066.39	In Bal
306 Grader Debt Servic	\$2,941.89	\$1,206.45	\$434.00	\$0.00	\$0.00	\$0.00	\$3,714.34	In Bal
311 2012A Refunding B	\$99,008.70	\$3,642.10	\$82,425.00	\$0.00	\$0.00	\$0.00	\$20,225.80	In Bal
312 Fire Engine Debt S	\$23,899.24	\$956.04	\$20,729.00	\$0.00	\$0.00	\$0.00	\$4,126.28	In Bal
313 2021A GO Improve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
315 2019A Improvemen	\$393,303.88	\$4,574.66	\$117,800.00	\$0.00	\$0.00	\$0.00	\$280,078.54	In Bal
320 2021A GO Improve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
404 Park Capital & Dev	\$218,434.75	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$255,934.75	In Bal
406 Road & Bridge Equi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
407 Fire Equipment Fun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
408 Turn Out Gear Fun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
409 Burns Town Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
410 Building Capital Imp	\$168,921.76	\$9,345.84	\$2,461.55	\$0.00	\$0.00	\$0.00	\$175,806.05	In Bal
414 Street Renewal Imp	\$1,311,840.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,311,840.79	In Bal
415 Pinnaker Lk Road P	(\$24,218.23)	\$209.17	\$0.00	\$0.00	\$0.00	\$0.00	(\$24,009.06)	In Bal
416 2019 Road Improve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
417 2020 Road Improve	(\$616,408.54)	\$5,759.21	\$268,371.87	\$0.00	\$0.00	\$0.00	(\$879,021.20)	In Bal
420 Tree Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In Bal
603 Recycling Center	\$27,618.05	\$13,907.71	\$7,288.76	\$0.00	\$0.00	(\$6,985.22)	\$27,251.78	In Bal
701 Equipment Replace	\$257,107.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$257,107.22	In Bal
802 Minestone Ponds	\$839.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$839.99	In Bal
803 Quiet Meadows	\$3,865.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,865.04	In Bal
804 Barr Engineering C	\$1,440.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,440.73	In Bal
805 ROW Security Dep	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	In Bal
806 Breyens Bend	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	In Bal
	\$2,660,966.79	\$286,481.97	\$1,104,760.71	\$0.00	\$0.00	(\$92,375.37)	\$1,750,312.68	

# CITY OF NOWTHEN TREASURER'S REPORT

May 31, 2021

**CASH:**

*Submitted By: Lori Streich*

DATE	LOCATION	ACCT. TYPE	Interest Earned	BALANCE
5/31/2021	Pine River State Bank	Checking Acct.	\$7.74	\$174,865.52
5/31/2021	Nowthen Economic Development Fund	PRSB Checking	NA	\$ 2,489.02
5/31/2021	PMA Financial Network	CD's	\$168.20	\$1,284,600.00
5/31/2021	4M, 4MP & GO Funds	Money Market Fund	\$108.16	\$309,725.03
				<b>\$ 1,771,679.57</b>
<b>YTD Outstanding Chks as of 05/31/2021</b>				<b>\$ 21,173.34</b>
Adjusted Bank Total				<b>\$ 1,750,506.23</b>
Unreconciled				<b>\$ 193.55</b>
<b>5/31/2021 SCHEDULE 1 Ending Balanc</b>				<b>\$ 1,750,312.68</b>

**Activity Summary (35442-101) General**

5/1/2021 - 5/31/2021

<b>Investment Pool Summary</b>	<b>4M</b>	<b>4MP</b>	<b>LTD</b>
Beginning Balance	\$248,997.26	\$86,756.96	\$0.00
Dividends	\$0.43	\$2.17	
Purchases	\$148,868.20	\$0.00	\$200,000.00
Redemptions	(\$375,000.00)	\$0.00	\$0.00
Ending Balance	\$22,865.89	\$86,759.13	\$200,100.01
Average Monthly Rate	0.01%	0.03%	
Share Price	\$1.000	\$1.000	\$10.004
<b>Total</b>	<b>\$22,865.89</b>	<b>\$86,759.13</b>	<b>\$200,100.01</b>

<b>Total Fixed Income</b>	<b>\$1,284,600.00</b>
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<b>Account Total</b>	<b>\$1,594,325.03</b>
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**Your PMA Representative**  
 Laura Hamacher  
 (612) 509-2563  
 lhamacher@pmanetwork.com

**City of Nowthen**  
 Lori Streich  
 8188 199th Avenue NW  
 Nowthen, MN 55330



**PMA Financial Network**  
 2135 CityGate Lane, 7th Floor  
 Naperville, IL 60563

**Transaction Activity (35442-101) General**

4M 5/1/2021 - 5/31/2021

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
10077741	05/03/2021	05/03/2021	Transfer Redemption to LTD 35442-101	(\$200,000.00)	\$0.00	\$1.000	(200,000.000)
1803437	05/14/2021	05/14/2021	Fund Purchase from FRI Maturity CD-284932-1 CIBC BANK USA / PRIVATE BANK - MI, MI	\$0.00	\$148,700.00	\$1.000	148,700.000
1803438	05/14/2021	05/14/2021	Fund Purchase from FRI Interest CD-284932-1 CIBC BANK USA / PRIVATE BANK - MI, MI	\$0.00	\$168.20	\$1.000	168.200
10081779	05/14/2021	05/14/2021	Phone ACH Redemption	(\$175,000.00)	\$0.00	\$1.000	(175,000.000)
10086905	05/31/2021	05/31/2021	Dividend Reinvest	\$0.00	\$0.43	\$1.000	0.430
				<b>(\$375,000.00)</b>	<b>\$148,868.63</b>		<b>(226,131.370)</b>

Beginning Balance: \$248,997.26 | Ending Balance: \$22,865.89

**Transaction Activity (35442-101) General**

4MP 5/1/2021 - 5/31/2021

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
10086906	05/31/2021	05/31/2021	Dividend Reinvest	\$0.00	\$2.17	\$1.000	2.170
				<b>\$0.00</b>	<b>\$2.17</b>		<b>2.170</b>

Beginning Balance: \$86,756.96 | Ending Balance: \$86,759.13

**Transaction Activity (35442-101) General**

LTD 5/1/2021 - 5/31/2021

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
10077741	05/03/2021	05/03/2021	Transfer Purchase from 4M 35442-101	\$0.00	\$200,000.00	\$9.999	20,002.000
				\$0.00	\$200,000.00		20,002.000

Beginning Balance: \$0.00 | Ending Balance: \$200,100.01

Fixed Income Investments

Maturities 5/1/2021 - 5/31/2021

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par
CD	CD-284932-1	08/18/2020	08/18/2020	05/14/2021	CD-284932-1 CIBC BANK USA / PRIVATE BANK - MI, MI	\$148,700.00	0.15%	\$148,868.20
						\$148,700.00		\$148,868.20

**Fixed Income Investments**

Interest 5/1/2021 - 5/31/2021

Type	Holding Id	Trade date	Description	Interest
CD	CD-284932-1	05/14/2021	CD-284932-1 CIBC BANK USA / PRIVATE BANK - MI, MI	\$168.20
				<b>\$168.20</b>



Current Portfolio

5/31/2021

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
4M				05/31/2021		4M Account Balance	\$22,865.89	0.01%	\$1.000	\$22,865.89	\$22,865.89
4MP				05/31/2021		4MP Account Balance	\$86,759.13	0.03%	\$1.000	\$86,759.13	\$86,759.13
LTD				05/31/2021		LTD Account Balance			\$10.004		\$200,100.01
CD	N	285380-1	09/11/2020	09/11/2020	06/08/2021	285380-1 TEXAS CAPITAL BANK, TX	\$249,600.00	0.20%		\$249,969.27	\$249,600.00
CD	N	286661-1	11/30/2020	11/30/2020	08/10/2021	286661-1 LANDMARK COMMUNITY BANK, TN	\$154,000.00	0.09%		\$154,098.65	\$154,000.00
CD	N	285379-1	09/11/2020	09/11/2020	09/14/2021	285379-1 FIELDPOINT PRIVATE BANK & TRUST, CT	\$150,000.00	0.15%		\$150,226.85	\$150,000.00
CD	N	286660-1	11/30/2020	11/30/2020	10/12/2021	286660-1 THIRD COAST BANK, SSB, TX	\$246,000.00	0.20%		\$246,434.35	\$246,000.00
CD	N	286744-1	12/07/2020	12/07/2020	01/11/2022	286744-1 FINANCIAL FEDERAL BANK, TN	\$240,000.00	0.15%		\$240,394.52	\$240,000.00
CD	N	289561-1	04/30/2021	04/30/2021	05/02/2022	289561-1 WESTERN ALLIANCE BANK / TORREY PINES BANK, CA	\$245,000.00	0.20%		\$245,502.54	\$245,000.00
							<b>\$1,394,225.02</b>			<b>\$1,396,251.20</b>	<b>\$1,594,325.03</b>

**Time and Dollar Weighted Average Portfolio Yield:** 0.18%

**Weighted Average Portfolio Maturity:** 154.22 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments (excluding SDA investments).

### Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
4M	1.43%	\$22,865.89	4M Account
4MP	5.44%	\$86,759.13	4MP Account
LTD	12.55%	\$200,100.01	LTD Account
CD	80.57%	\$1,284,600.00	Certificate of Deposit

### Index

**Cost** is comprised of the total amount you paid for the investment including any fees and commissions.

**Rate** is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

**Face/Par** is the amount received at maturity.

**Market Value** reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

### Codes

N	Single FEIN
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## 4M MONTHLY STATEMENT DISCLAIMER

### 4M and 4M Plus Activity Summary

This section shows all of the activity in the 4M and 4M Plus shares. The Average Rate represents the average net interest rate over the previous month which is then annualized. Income Summary represents the interest earned for the Month and Fiscal Year to Date.

Information regarding the 4M Fund investment objectives, risks, charges and expenses can be found in the 4M Fund Information Statement, which can be obtained at [www.4MFund.com](http://www.4MFund.com) or by calling PMA at the phone number listed.

An investment in 4M and 4M Plus is not insured or guaranteed by the FDIC or any other governmental agency. Although the 4M and 4M Plus seek to maintain a stable value of \$1.00 per share, it is possible to lose money by investing in the 4M and 4M Plus.

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with PMA Asset Management, LLC.

### Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. CD's and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

### Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, charges and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

### Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any certificates of deposit listed are located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

### Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.

### How to Contact PMA

Please call (630) 657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

### How to Contact Pershing, LLC

Please call (201) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

In accordance with FINRA Rule 2267, PMA Securities, LLC is providing the following information in the event you wish to contact FINRA. You may call (301) 590-6500 or write to FINRA at 1735 K Street NW, Washington, D.C. 20006-1500. In addition to the public disclosure number (800) 289-9999, FINRA provides an investor brochure which describes their Public Disclosure Program. Additional information is also available at [www.finra.org](http://www.finra.org).

Monthly Activity Summary

5/1/2021 - 5/31/2021

Class	Account	Beginning Balance	Contributions	Interest	Checks Paid	Other Withdrawals	Month End Balance
4M	35442 - 101 General	\$248,997.26	\$148,868.20	\$0.43	\$0.00	(\$375,000.00)	\$22,865.89
4MP	35442 - 101 General	\$86,756.96	\$0.00	\$2.17	\$0.00	\$0.00	\$86,759.13
		\$335,754.22	\$148,868.20	\$2.60	\$0.00	(\$375,000.00)	\$109,625.02

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

Current Period: May 2021

<b>Payments Batch June09AP</b>		<b>\$100,219.62</b>		
<hr/>				
Refer	2103140	<i>ACTIVE911, INC</i>	-	
Cash Payment	E 100-42210-433	Miscellaneous: Dues and Active 911 Subscription		\$195.00
Invoice				
Transaction Date	5/11/2021	Checking	10100	<b>Total \$195.00</b>
<hr/>				
Refer	2103141	<i>Cintas Corporation</i>	-	
Cash Payment	E 100-43110-415	Rentals Public Works Dept		\$34.13
Invoice 4083917626 5/11/2021				
Cash Payment	E 100-42210-415	Rentals Fire Dept		\$34.67
Invoice 4084556991 5/18/2021				
Cash Payment	E 100-43110-415	Rentals Public Works Dept		\$29.38
Invoice 4084557082 5/18/2021				
Cash Payment	E 100-43110-415	Rentals Public Works Dept		\$33.13
Invoice 4085215911 5/25/2021				
Cash Payment	E 100-43110-415	Rentals Public Words Dept		\$36.88
Invoice 4085930527 6/2/2021				
Cash Payment	E 100-42210-415	Rentals Fire Dept		\$34.67
Invoice 4085930536 6/2/2021				
Transaction Date	5/11/2021	Checking	10100	<b>Total \$202.86</b>
<hr/>				
Refer	2103144	<i>NAPA Auto Parts</i>	-	
Cash Payment	E 100-43110-221	Repair and Maintenance Red Dump Truck		\$49.82
Invoice 111391 5/12/2021				
Cash Payment				\$0.00
Invoice				
Transaction Date	5/13/2021	Checking	10100	<b>Total \$49.82</b>
<hr/>				
Refer	2103145	<i>Asphalt Concrete Solutions</i>	-	
Cash Payment	E 100-43110-405	Repair/Maint-Contractual Job# 21.0602, North Side of City		\$29,221.27
Invoice 21.0602.1 5/12/2021				
Transaction Date	5/13/2021	Checking	10100	<b>Total \$29,221.27</b>
<hr/>				
Refer	2103146	<i>Crow River Farm Equipment Co.</i>	-	
Cash Payment	E 100-43110-215	Operating Supplies: Sho 199744, Date of Service 03-02-2021		\$58.62
Invoice 5/10/2021				
Transaction Date	5/13/2021	Checking	10100	<b>Total \$58.62</b>
<hr/>				
Refer	2103147	<i>Couri &amp; Ruppe, P.L.L.P.</i>	-	
Cash Payment	E 100-41610-316	Civil Attorney Services Rendered 03-30 to 04-28-2021		\$2,735.00
Invoice 5/12/2021				
Transaction Date	5/13/2021	Checking	10100	<b>Total \$2,735.00</b>
<hr/>				
Refer	2103148	<i>Schaeffer Mfg. Company</i>	-	
Cash Payment	E 100-43110-213	Operating Supplies: Lubr Customer #7971107		\$2,306.32
Invoice MLH2015-INV1 5/13/2021				
Transaction Date	5/17/2021	Checking	10100	<b>Total \$2,306.32</b>
<hr/>				
Refer	2103149	<i>Nowthen Garage</i>	-	
Cash Payment	E 100-43110-310	Professional Services DOT Trailer, VIN# 1BN1P1924 PB003453		\$65.00
Invoice 26566 5/12/2021				
Cash Payment	E 100-43110-310	Professional Services DOT Truck, VIN# 2FZAHZDE8 7AX84424		\$85.00
Invoice 26561 5/12/2021				

CITY OF NOWTHEN

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Payments

Current Period: May 2021

Cash Payment	E 100-43110-310 Professional Services	DOT Truck, VIN# 2FZFAZAS3 1AH70144			\$85.00
Invoice 26560	5/12/2021				
Transaction Date	5/17/2021	Checking	10100	Total	\$235.00
Refer	2103150	WALTERS RECYCLING AND REFU	-		
Cash Payment	E 100-41710-384 Utility Services: Refuse	Site 093798-0003 City of Nowthen, Customer ID 093798			\$316.15
Invoice 5359155	5/10/2021				
Transaction Date	5/17/2021	Checking	10100	Total	\$316.15
Refer	2103151	City of Ramsey	-		
Cash Payment	E 100-42210-103 Wages and Salaries: Par	April 2021 Incidents/Training/Events/Officer Pay			\$16,908.19
Invoice 28583	5/13/2021				
Transaction Date	5/17/2021	Checking	10100	Total	\$16,908.19
Refer	2103152	Finken Water Centers	-		
Cash Payment	E 100-41710-415 Rentals	Ticket/Order # D-46788, Account # 4411347			\$24.60
Invoice 46788TK	5/11/2021				
Transaction Date	5/17/2021	Checking	10100	Total	\$24.60
Refer	2103153	RBs Computer Service	-		
Cash Payment	E 100-41710-433 Miscellaneous: Dues and	Monthly Service 05-15-2021			\$1,099.25
Invoice 38561	5/15/2021				
Cash Payment	E 100-41710-310 Professional Services	Monthly Service 03-15-2021			\$1,064.25
Invoice 38278	3/30/2021				
Transaction Date	5/17/2021	Checking	10100	Total	\$2,163.50
Refer	2103154	URRWMO	-		
Cash Payment	E 100-46110-310 Professional Services	URRWMO Professional Services			\$4,883.96
Invoice	5/17/2021				
Transaction Date	5/17/2021	Checking	10100	Total	\$4,883.96
Refer	2103156	RTY Consulting	-		
Cash Payment	E 100-41550-302 Professional Services: A				\$956.25
Invoice 00025	4/30/2021				
Transaction Date	5/18/2021	Checking	10100	Total	\$956.25
Refer	2103157	GOVPAY	-		
Cash Payment	E 100-41710-491 Misc	Cardholder Chargeback, Transaction Date: 09-17-2020			\$90.00
Invoice 1175	10/29/2020				
Transaction Date	5/18/2021	Checking	10100	Total	\$90.00
Refer	2103158	ECM Publishers, Inc.	-		
Cash Payment	E 100-41710-351 Printing and Binding: Leg	Ad#1138316, Account#367250, Anoka Cty Herald			\$48.38
Invoice 834927	5/14/2021				
Cash Payment	E 417-41710-351 Printing and Binding: Leg	Ad#1138337, Account#367250, Anoka Cty Herald			\$132.88
Invoice 834930	5/14/2021				
Cash Payment	E 417-41710-351 Printing and Binding: Leg	Ad#1138341, Account#367250, Anoka Cty Herald			\$127.50
Invoice 834931	5/14/2021				
Cash Payment	E 100-41710-351 Printing and Binding: Leg	Ad#1138324, Account#367250, Anoka Cty Herald			\$59.13
Invoice 834929	5/14/2021				

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Payments

Current Period: May 2021

Cash Payment	E 100-41710-351 Printing and Binding: Leg Ad#1138319, Account#367250, Anoka Cty Herald				\$43.00
Invoice	834928	5/14/2021			
Transaction Date	5/18/2021	Checking	10100	<b>Total</b>	\$410.89
Refer	2103160 Century Link				
Cash Payment	E 100-41710-321 Communications: Teleph Account #763 274-2312 639 Monthly Service May 13 thru Jun 12				\$618.55
Invoice		5/13/2021			
Cash Payment	E 100-42210-321 Communications: Teleph Account #763 441-2472 761 Monthly Service May 22 thru Jun 21				\$191.61
Invoice		5/22/2021			
Transaction Date	5/20/2021	Checking	10100	<b>Total</b>	\$810.16
Refer	2103161 Menards				
Cash Payment	E 100-41710-201 Office Supplies: Accesso Account #31250257				\$15.69
Invoice	31186	5/13/2021			
Cash Payment	E 100-43110-215 Operating Supplies: Sho Account #31250257				\$14.99
Invoice	31186	5/13/2021			
Cash Payment	E 100-45210-218 Operating Supplies: Par Account #31250257				\$12.96
Invoice	31186	5/13/2021			
Cash Payment	E 100-45210-218 Operating Supplies: Par Account #31250257				\$341.54
Invoice	31620	5/20/2021			
Cash Payment	E 100-43110-215 Operating Supplies: Sho Account #31250257				\$33.43
Invoice	31620				
Transaction Date	5/20/2021	Checking	10100	<b>Total</b>	\$418.61
Refer	2103163 Connexus Energy				
Cash Payment	E 603-43220-381 Utility Services: Electric Account #394042-254434				\$27.78
Invoice		5/17/2021			
Cash Payment	E 100-41710-381 Utility Services: Electric Account #394042-294586				\$258.39
Invoice		5/17/2021			
Cash Payment	E 100-41710-381 Utility Services: Electric Account #394042-240364				\$25.23
Invoice		5/17/2021			
Cash Payment	E 100-42210-381 Utility Services: Electric Account #394042-239560				\$200.53
Invoice		5/17/2021			
Cash Payment	E 100-41710-381 Utility Services: Electric Account #394042-179210				\$76.15
Invoice		5/17/2021			
Cash Payment	E 100-45210-381 Utility Services: Electric Account #394042-178679				\$34.12
Invoice		5/17/2021			
Cash Payment	E 100-42210-381 Utility Services: Electric Account #394042-311409				\$14.50
Invoice		5/17/2021			
Cash Payment	E 603-43220-381 Utility Services: Electric Account #394042-303167				\$3.63
Invoice		5/17/2021			
Cash Payment	E 100-42210-381 Utility Services: Electric Account #394042-303167				\$3.63
Invoice		5/17/2021			
Transaction Date	5/24/2021	Checking	10100	<b>Total</b>	\$643.96
Refer	2103164 STATPACKS, INC				
Cash Payment	E 100-42210-215 Operating Supplies: Sho Fire Station Supplies				\$1,410.38
Invoice	29026	5/25/2021 PO 3371			
Transaction Date	5/25/2021	Checking	10100	<b>Total</b>	\$1,410.38

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

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Current Period: May 2021

Refer	2103165	<i>ADAMS PEST CONTROL</i>	-			
Cash Payment	E 100-42210-310	Professional Services	Fire Station Pest Control			\$235.68
Invoice	3271859	3/29/2021				
Transaction Date	5/25/2021	Checking	10100	<b>Total</b>		\$235.68
Refer	2103167	<i>ANOKA COUNTY TREASURY</i>	-			
Cash Payment	E 100-41430-433	Miscellaneous: Dues and	Joint Powers Agreement, Customer #130876			\$926.33
Invoice		5/20/2021				
Transaction Date	5/25/2021	Checking	10100	<b>Total</b>		\$926.33
Refer	2103168	<i>League of Minnesota Cities</i>	-			
Cash Payment	E 100-41110-435	Training	Jeff Pilon 2021 Virtual Annual Conference			\$99.00
Invoice	343719	5/25/2021				
Transaction Date	5/26/2021	Checking	10100	<b>Total</b>		\$99.00
Refer	2103169	<i>ANOKA COUNTY PROPERTY REC</i>	-			
Cash Payment	E 100-41710-310	Professional Services	Truth in Taxation/Special Assessments			\$937.06
Invoice						
Transaction Date	5/26/2021	Checking	10100	<b>Total</b>		\$937.06
Refer	2103170	<i>Anoka County</i>	-			
Cash Payment	E 100-41710-375	Property Taxes	20-33-25-44-0013			\$69.14
Invoice						
Cash Payment	E 100-41710-375	Property Taxes	20-33-25-44-0006			\$53.24
Invoice						
Cash Payment	E 100-41710-375	Property Taxes	19-33-25-33-0001			\$53.24
Invoice						
Cash Payment	E 100-41710-375	Property Taxes	20-33-25-44-0005			\$21.30
Invoice						
Cash Payment	E 100-41710-375	Property Taxes	20-33-25-44-0012 1st Half			\$77.77
Invoice						
Cash Payment	E 100-41710-375	Property Taxes	20-33-25-44-0012 2nd Half			\$77.77
Invoice						
Transaction Date	5/26/2021	Checking	10100	<b>Total</b>		\$352.46
Refer	2103171	<i>RBs Computer Service</i>	-			
Cash Payment	E 100-41710-405	Repair/Maint-Contractual	Repair/Maintenance			\$231.50
Invoice						
Transaction Date	6/1/2021	Checking	10100	<b>Total</b>		\$231.50
Refer	2103172	<i>Crawford's Equipment Inc</i>	-			
Cash Payment	E 100-45210-221	Repair and Maintenance	Lawnmower Parts			\$76.36
Invoice	01-50148					
Cash Payment	E 100-45210-221	Repair and Maintenance	Lawnmower Parts			\$43.96
Invoice	01-50310					
Transaction Date	6/1/2021	Checking	10100	<b>Total</b>		\$120.32
Refer	2103173	<i>Plaisted Companies Inc.</i>	-			
Cash Payment	E 100-43110-440	Gravel, Rock, Etc.	Class 5 Gravel			\$5,974.70
Invoice	43827					
Transaction Date	6/1/2021	Checking	10100	<b>Total</b>		\$5,974.70
Refer	2103176	<i>Hakanson Anderson Associates,</i>	-			



# CITY OF NOWTHEN

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## Payments

Current Period: May 2021

Cash Payment	E 100-41910-303 Professional Services: E	2021 Misc Site Review for City			\$843.90
Invoice 46068		5/31/2021			
Cash Payment	E 417-41910-303 Professional Services: E	Ebony & Garnet Street			\$3,240.00
Invoice 46069		5/31/2021		Project 2021	
Cash Payment	E 417-41910-303 Professional Services: E	Rogers Lake Area Improvement Project			\$4,253.02
Invoice 46070		5/31/2021		Project 2021	
Cash Payment	E 100-41910-303 Professional Services: E	SWPPP for City			\$508.50
Invoice 46071		5/31/2021			
Cash Payment	E 100-41910-303 Professional Services: E	General Engineering fo City			\$282.50
Invoice 46072		5/31/2021			
Transaction Date	6/2/2021	Checking	10100	<b>Total</b>	<b>\$9,127.92</b>
Refer	2103177	<i>Cardmember Service</i>			
Cash Payment	E 100-41420-203 Office Supplies: Printed	Copy Paper			\$61.66
Invoice 3467		5/26/2021			
Cash Payment	E 100-41420-322 Communications: Postag	Stamps			\$200.00
Invoice 2543		5/26/2021			
Cash Payment	E 100-41420-433 Miscellaneous: Dues and	Monthly Fee, Stamps.com			\$17.99
Invoice 5251		5/26/2021			
Cash Payment	E 100-42210-321 Communications: Teleph	CenturyLink Web			\$6.95
Invoice 8953		5/26/2021			
Cash Payment	E 100-43110-221 Repair and Maintenance	Krain Creek Fabrication			\$483.04
Invoice 9915		5/26/2021			
Cash Payment	E 100-43110-221 Repair and Maintenance	Krain Creek Fabrication			\$99.26
Invoice 5373		5/26/2021			
Cash Payment	E 100-43110-221 Repair and Maintenance	Glamos Wire Inc			\$417.34
Invoice 5958		5/26/2021			
Cash Payment	E 100-43110-221 Repair and Maintenance	Previous Balance Credit			-\$88.52
Invoice		5/26/2021			
Transaction Date	6/2/2021	Checking	10100	<b>Total</b>	<b>\$1,197.72</b>
Refer	2103178	<i>CenterPoint Energy</i>			
Cash Payment	E 100-42210-383 Utility Services: Gas Utilit	7618235-1 Fire Station			\$204.58
Invoice		5/7/2021			
Cash Payment	E 100-41710-383 Utility Services: Gas Utilit	7627764-9 City Hall			\$86.30
Invoice		5/7/2021			
Cash Payment	E 100-41710-383 Utility Services: Gas Utilit	7632820-2 Maintenance Building			\$205.83
Invoice		5/7/2021			
Transaction Date	6/2/2021	Checking	10100	<b>Total</b>	<b>\$496.71</b>
Refer	2103179	<i>Summit Companies</i>			
Cash Payment	E 100-43110-310 Professional Services	Fire Extinguisher Annual Inspections, Work Order #130016778			\$738.00
Invoice 130017225		5/31/2021			
Transaction Date	6/2/2021	Checking	10100	<b>Total</b>	<b>\$738.00</b>
Refer	2103180	<i>FAIRCON SERVICE CO</i>			
Cash Payment	E 100-42410-437 Refunds	OVERPAYMENT ON PERMIT NT-2021-00118			\$30.00
Invoice					
Transaction Date	6/2/2021	Checking	10100	<b>Total</b>	<b>\$30.00</b>
Refer	2103182	<i>WEX Fleet Card</i>			

CITY OF NOWTHEN

Payments

Current Period: May 2021

Cash Payment	E 100-43110-212 Operating Supplies: Mot	City Vehicle(s) Fuel, Account #0496-00-228157-4			\$171.83
Invoice	72160285	5/31/2021			
Transaction Date	6/2/2021	Checking	10100	<b>Total</b>	\$171.83
Refer	2103184	Wright-Hennepin Cooperative EI	-		
Cash Payment	E 100-41710-321 Communications: Teleph	Security Acct #150-1681-6611			\$80.35
Invoice		5/27/2021			
Transaction Date	6/2/2021	Checking	10100	<b>Total</b>	\$80.35
Refer	2103185	JIMMYS JOHNNYS	-		
Cash Payment	E 603-43220-415 Rentals	Recycle Center			\$69.00
Invoice	182601	5/27/2021			
Transaction Date	6/2/2021	Checking	10100	<b>Total</b>	\$69.00
Refer	2103186	SKOGQUIST, ERIK A.	-		
Cash Payment	E 100-41550-310 Professional Services	2021 Quarterly Assessing Services			\$2,885.25
Invoice		6/1/2021			
Transaction Date	6/2/2021	Checking	10100	<b>Total</b>	\$2,885.25
Refer	2103187	WELLS, MARY L	-		
Cash Payment	E 100-41550-310 Professional Services	2021 Quarterly Assessing Services			\$2,885.25
Invoice		6/1/2021			
Transaction Date	6/2/2021	Checking	10100	<b>Total</b>	\$2,885.25
Refer	2103188	The Planning Company LLC	-		
Cash Payment	E 100-41810-310 Professional Services	April & May Invoices			\$9,620.00
Invoice		6/1/2021			
Transaction Date	6/2/2021	Checking	10100	<b>Total</b>	\$9,620.00

Fund Summary

	10100 Checking	
		\$0.00
100 General Fund		\$92,365.81
417 2020 Road Improvements		\$7,753.40
603 Recycling Center		\$100.41
		<u>\$100,219.62</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$100,219.62
<b>Total</b>	<u>\$100,219.62</u>

**CITY OF NOWTHEN  
ANOKA COUNTY, MINNESOTA  
RESOLUTION 2021-20**

**A RESOLUTION APPROVING LIQUOR LICENSE APPLICATION FOR THE  
LONG HORN GROUP #2, LLC, DBA BOOTLEGGERS SALOON & EATERY**

**WHEREAS**, a background check has been completed and passed for The Long Horn Group #2, LLC, dba Bootleggers Saloon & Eatery.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Nowthen hereby approves the liquor license application for The Long Horn Group #2, LLC, dba Bootleggers Saloon & Eatery.

**ADOPTED ON THE 8<sup>TH</sup> DAY OF JUNE, 2021.**

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

Attest:

\_\_\_\_\_  
Lori Streich, City Clerk

**CITY OF NOWTHEN  
ANOKA COUNTY, MINNESOTA  
RESOLUTION 2021-21**

**A RESOLUTION APPROVING LIQUOR LICENSE APPLICATION FOR  
BURNS BOTTLE SHOP AND NORTHWOODS BAR & GRILL**

**WHEREAS**, a background check has been completed and passed for Burns Bottle Shop and Northwoods Bar & Grill.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Nowthen hereby approves the liquor license application for Burns Bottle Shop and Northwoods Bar & Grill.

**ADOPTED ON THE 8<sup>TH</sup> DAY OF JUNE, 2021.**

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

Attest:

\_\_\_\_\_  
Lori Streich, City Clerk



## REQUEST FOR COUNCIL ACTION

<b>Agenda Item #</b> Council Item	<b>Department:</b> Planning and Zoning	<b>Requested Council Meeting Date:</b> June 8, 2021	<b>Submitted By:</b> Council Member Mary Rainville
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**TITLE OF ISSUE:** Appointment of Planning and Zoning Commissioners

**BACKGROUND AND SUPPLEMENTAL INFORMATION:**

At the May 24, 2021 City Council meeting the council selected three residents to serve on the Nowthen Planning and Zoning Commission. However the council neglected to formally appoint the residents to the Commission.

**SOURCE OF FUNDING:** NA

**REQUESTED COUNCIL ACTION:**

Based on the selection process used on May 24, 2021 I move that the following persons be appointed to the Nowthen Planning and Zoning Commission effective June 8, 2021 for the terms listed below:

1. Lars Carlson - term ending December 2026
2. Martin Bies - term ending December 2025
3. Dan Haapala - term ending December 2024

**For Clerk's Use:**  
 Motion By: \_\_\_\_\_  
 Second By: \_\_\_\_\_

Vote Record:

Aye	Nay	
_____	_____	Pilon
_____	_____	Alders
_____	_____	Blake
_____	_____	Greenberg
_____	_____	Rainville

**SUPPORTED DOCUMENTS ATTACHED**

Resolution	Ordinance	Contract	Minutes	Plan Map
<input style="width: 100%;" type="checkbox"/>	<input style="width: 100%;" type="checkbox"/>	<input style="width: 100%;" type="checkbox"/>	<input style="width: 100%;" type="checkbox"/>	<input style="width: 100%;" type="checkbox"/>

Other (specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Administration Department Use:**

<input type="checkbox"/>	Consent
<input type="checkbox"/>	Regular

<input type="checkbox"/>	Refer to: _____
<input type="checkbox"/>	Tabled Until: _____
<input type="checkbox"/>	Other: _____



## REQUEST FOR COUNCIL ACTION

Agenda Item # Council Item	Department: Administration	Requested Council Meeting Date: June 8, 2021	Submitted By: Sue Pilon, Heritage Festival Chair
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**TITLE OF ISSUE:**  
 Request from the Nowthen Heritage Festival Committee to the City of Nowthen for monetary donations and the assistance/participation of city staff for the September 25, 2021 Nowthen Heritage Festival.

**BACKGROUND AND SUPPLEMENTAL INFORMATION:**

The Nowthen Heritage Festival Volunteer Committee will host its annual festival Saturday, September 25, 2021. The Festival is the largest event held in our city park and is a wonderful way of showcasing our city facilities. The committee members and volunteers put in many hours 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 work, along with monetary, product and labor donations, allow us to offer free admission, parking, numerous children’s activities, rides and games, demonstrations by local Public Safety Officials, music all day and Fireworks with beverages and popcorn. While still in the planning phase we are hoping to offer the majority of events we have in past years.

As in the past, we are requesting the assistance of the Nowthen Maintenance Department staff with the following:

1. Move bleachers, picnic tables and disc golf baskets as needed for the festival (detailed plan will be provided prior to the festival)
2. We would like the empty lot across from the Fire Station and Recycle Center cut prior to Wednesday, September 21, 2021.
3. Please post the Recycling Center will be closed on Saturday, September 25, 2021. (If this could be done at least one week before the festival, it would provide residents with advance notice.)

As in past years, we ask the Administrative Staff to participate in the Nowthen Business Expo. The Business Expo is an excellent opportunity for the residents to meet with staff at a time convenient for them, and pick up city information. The Business Expo will run from 12:00 p.m. – 3:00 p.m.

**SOURCE OF FUNDING:**

1. General Fund-Donations: \$2,500.00
2. Recycling Fund-Materials/Labor-- Anoka County Recycling Grant – (paper products/recycling assistance labor & organic material removal) - approximately \$800.00

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

**REQUESTED COUNCIL ACTION:**

**That the Council shows their support of the 2021 Nowthen Heritage Festival by approving the following donations and direction to staff as explained above:**

- 1. Monetary donation: \$2,500.00**
- 2. Allocation of Recycling Funds from Anoka County Recycling Grant: approximately \$800.00**

**For Clerk's Use:**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

Vote Record:     Aye       Nay

_____	_____	Pilon
_____	_____	Alders
_____	_____	Blake
_____	_____	Greenberg
_____	_____	Rainville

**SUPPORTED DOCUMENTS ATTACHED**

Resolution     Ordinance     Contract     Minutes     Plan Map

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Other (specify) Information taken from the 2021 Anoka County Recycling Contract

**Administration Department Use:**

	Consent
	Regular

	Refer to: _____
	Tabled Until: _____
	Other: _____

Anoka County Contract # C0008096

2021 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

The following information was taken from pages two, three and four of the contract agreement.

5. PROGRAM. The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 513 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.

a. The Municipal recycling program shall include the following components:

iii. The Municipality shall implement a public information program that contains at least the following components:

(3) Two community outreach activities at Municipal or Quasi-municipal events to inform residents about recycling and source-separated compostable materials opportunities.

b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-municipal events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding organics collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.

iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.



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

**RESOLUTION NO. 2021-23**

**A RESOLUTION TO ACCEPT THE CORONAVIRUS LOCAL FISCAL RECOVERY  
FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

**WHEREAS**, since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 32 million and killed over 575,000 Americans (“Pandemic”). The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs; and

**WHEREAS**, as a result of the Pandemic cities have been called on to respond to the needs of their communities through the prevention, treatment, and vaccination of COVID-19; and

**WHEREAS**, city revenues, businesses and nonprofits in the city have faced economic impacts due to the Pandemic; and

**WHEREAS**, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country; and

**WHEREAS**, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses; and

**WHEREAS**, ARPA funds have been allocated to the City of Nowthen (“City”) pursuant to the ARPA (“Allocation”); and

**WHEREAS**, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds; and

**WHEREAS**, the City, in response to the Pandemic, has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance; and

**WHEREAS**, the State of Minnesota will distribute ARPA funds to the City because its population is less than 50,000.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
NOWTHEN, MINNESOTA AS FOLLOWS:**

1. The City intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury’s guidance.

2. City staff, together with the Mayor and the City Attorney are hereby authorized to take any actions necessary to receive the City's share of ARPA funds from the State of Minnesota for expenses incurred because of the Pandemic.
3. City staff, together with the Mayor and the City Attorney are hereby authorized to make recommendations to the City Council for future expenditures that may be reimbursed with ARPA funds.

Adopted by the City Council of Nowthen, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

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

Attested:

\_\_\_\_\_  
Lori Streich, City Clerk

# MEMO

To: Mayor and City Council Members  
From: Lori Streich, City Clerk/Treasurer  
Date: June 1, 2021  
Subject: Part-Time Recycle Center Attendant – Public Works Department

Background:

Enclosed is a job application for a part-time Recycle Center Attendant position.

City Clerk Streich and Public Works Supervisor Glaze interviewed Kelly Joslin on Monday, May 17th.

Mr. Joslin has experience in recycling through his previous employment at B & E Recycling Station Incorporated.

Recommendation:

Staff is recommending the appointment of Kelly Joslin for employment as the part-time Recycle Center Attendant at \$15.00/hour, for the hours listed below, with a start date as soon as possible.

Tuesdays & Thursdays 11:00 am – 7:00 pm

Saturdays 8:00 am – 4:00 pm

Respectfully,

Lori Streich, City/Clerk Treasurer



APPLICATION FOR EMPLOYMENT  
CITY OF NOWTHEN

PERSONAL INFORMATION

Name Kelly P. Joslin Email Address [REDACTED]

Present Address [REDACTED] Cross St Anoka Mn 55303  
City State Zip Code

Permanent Address \_\_\_\_\_  
City State Zip Code

Are you 18 years or older? Yes  No \_\_\_\_\_ Telephone [REDACTED] Cell: \_\_\_\_\_

EMPLOYMENT DESIRED

Position General labor Date you can start 4/12/21 Salary Required Open

Have you filed an application here before? Yes \_\_\_\_\_ No  If yes, give date \_\_\_\_\_

Have you been employed here before? Yes \_\_\_\_\_ No  If yes, give date \_\_\_\_\_

Referral Source: Ad (specify newspaper) \_\_\_\_\_ Walk in or other \_\_\_\_\_

Are you now employed? Yes \_\_\_\_\_ No  If yes, may we contact your employer? \_\_\_\_\_

Are you available to work: FULL-TIME \_\_\_\_\_ PART-TIME  TEMPORARY \_\_\_\_\_

List hours available open to various times and days

EDUCATION Name & Location #Years Attended Diploma/Degree Major/Area of Study

High School: GED \_\_\_\_\_

College/Trade: \_\_\_\_\_

Other: \_\_\_\_\_

Special Skills and Qualifications \_\_\_\_\_

List licenses held relevant to employment: (e.g. Drivers License)

Type: \_\_\_\_\_ Number: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CRIMINAL HISTORY BACKGROUND CHECKS

All employment offers are conditioned upon the applicant passing a background check, which includes a criminal background check. Criminal convictions are not an automatic bar from employment. Each case is considered on its individual merits and the type of position sought.

# The City of Nowthen Background Check Authorization Form

CAREFULLY READ EACH STATEMENT BEFORE SIGNING AT THE BOTTOM

DATA PRIVACY ADVISORY: The data supplied on this form will be used to assess the qualifications for employment. Except for the position set forth in Minn. Stats 364.09, the city will not reject an application for employment on the basis of the applicant's prior conviction of a crime or crimes unless the crime(s) are directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence.

## INFORMATION TO BE USED FOR EMPLOYMENT PROCESSING ONLY

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>	
Joslin	Kelly	Paul	
<b>Street Address:</b>	<b>City:</b>	<b>State:</b>	
██████ Cross St	Anoka	Mn	
<b>Zip Code:</b>	<b>Social Security Number:</b>	<b>Driver's License State:</b>	<b>Driver's License No.:</b>
55303	██████████	Mn	██████████
<b>Date of Birth: (mm/dd/yyyy)</b>	<b>Gender:</b>		
██████████	<input checked="" type="radio"/> Male <input type="radio"/> Female		
<b>Other or Former Names:</b>			

### Anoka County Sheriff's Office Administration

Background checks to include: Criminal History, Driver's License Check, Outstanding Warrants Check, Court Records and Anoka County Records

I, the undersigned, do hereby authorize the Anoka County Sheriff's Office to disclose all background check information as stated above to the Human Resources Office for the purpose of employment with the City of Nowthen.

This authorization shall be valid for one year from the date of my signature.

Signature: Kelly Joslin

Date: 4/7/21

**EMPLOYMENT EXPERIENCE** - Please list at least three employers (present or most recent employer first).  
Attach additional sheet as necessary.

Employer <u>Bum E recycling</u>	Dates Employed From To <u>2018 2019</u>
Address <u>General labor</u>	Telephone <u>Adam Eastman</u>
Job Title <u>General labor</u>	Supervisor's Name
Description of Duties <u>Sickness</u>	Hourly Rate Start Final <u>12.00 13.00</u>
Reason for Leaving	

Employer <u>Bills Gas Station</u>	Dates Employed From To <u>2019 2019</u>
Address <u>Cashier</u>	Telephone <u>Jerad</u>
Job Title <u>Cashier and stock</u>	Supervisor's Name
Description of Duties <u>cut hours</u>	Hourly Rate Start Final
Reason for Leaving	

Employer	Dates Employed From To
Address	Telephone
Job Title	Supervisor's Name
Description of Duties	Hourly Rate Start Final
Reason for Leaving	

**PROFESSIONAL REFERENCES** (Examples: supervisor, professor/teacher)

Please list three professional references you have known for at least one year. Do not include friends or relatives.

Name	Address	Telephone	Years	Relationship

I authorize the investigation of all statements contained in this application for employment as may be necessary to determine my eligibility for employment. I certify that answers given herein are true and complete to the best of my knowledge and I understand that making false statements on this application or withholding information shall be grounds for disqualification or dismissal. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature [Handwritten Signature] Date 4/17/21

\*\*\*\*The original city application with signature must be received by the position closing date in order to be considered a valid application.\*\*\*\*

# MEMO

To: Mayor and City Council Members  
From: Lori Streich, City Clerk/Treasurer  
Date: June 1, 2021  
Subject: Part-Time Ditch Mower – Public Works Department

Background:

Don Eldridge has been employed with the city since 2019 as a seasonal employee to assist the Public Works Department with part-time ditch mowing.

Recommendation:

It is my recommendation that Council approves Don Eldridge to return as a seasonal/part-time employee in 2021 as a ditch mower, at the hourly rate of \$18.33 not to exceed 32 hours/week.

Respectfully,

Lori Streich, City/Clerk Treasurer

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

**RESOLUTION NO. 2021-24**

**RESOLUTION ACCEPTING BID AND AWARDING CONTRACT  
FOR THE EBONY STREET NW & GARNET STREET NW  
ROAD IMPROVEMENT PROJECT**

**WHEREAS**, pursuant to an advertisement for bids for the Ebony Street NW and Garnet Street NW Improvement Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Molnau Trucking	\$ 296,328.57
North Valley, Inc.	\$ 296,358.82
Omann Brothers Paving, Inc.	\$ 348,967.54
Knife River Corporation	\$ 354,859.50
Asphalt Surface Tech. Corp.	\$ 359,122.40
Bituminous Roadways, Inc.	\$ 361,761.90
Northwest Asphalt	\$ 364,022.00
Park Construction Company	\$ 384,043.70

**WHEREAS**, it appears that Molnau Trucking is the lowest responsible bidder at \$296,328.57.

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

1. The bid of Molnau Trucking in the amount of \$296,328.57 is hereby accepted contingent on Molnau Trucking entering into a contract with the City. The contract is subject to the approval of the City Attorney.
2. Subject to the approval by the City Attorney, the Mayor and the City Clerk are directed to enter into a contract with Molnau Trucking in the name of the City of Nowthen for the Ebony Street NW and Garnet Street NW Road Improvement Project according to the plans and specifications therefore approved by the City Council and on file in the office of the City Engineer.
3. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.



Passed this 8th day of June 2021.

---

Jeff Pilon, Mayor

---

Lori Streich, Clerk

June 1, 2021

Mayor and Council Members  
City of Nowthen  
8188 199th Avenue NW  
Nowthen, MN 55330

RE: Ebony and Garnet Improvement Project

Dear Mayor and Council Members:

Bids were received and opened on May 11, 2021, for the Ebony and Garnet Improvement Project. A total of eight bids were received as shown on the attached Bid Tabulation and as listed below:

	<u>Total Bid</u>
Molnau Trucking	\$ 296,328.57
North Valley, Inc.	\$ 296,358.82
Omann Brothers Paving, Inc.	\$ 348,967.54
Knife River Corporation	\$ 354,859.50
Asphalt Surface Tech. Corp.	\$ 359,122.40
Bituminous Roadways, Inc.	\$ 361,761.90
Northwest Asphalt	\$ 364,022.00
Park Construction Company	\$ 384,043.70

It was found that Molnau Trucking of Norwood, Minnesota is the low bidder with a total bid of \$296,328.57. As requested, Molnau Trucking provided a list of references for similar projects completed. We have spoken over the phone with four of the refereneces provided, and all four references stated that Molnau Trucking successfully completed a similar project.

Therefore, we recommend award of the contract to the low bidder, Molnau Trucking.

Sincerely,  
Hakanson Anderson



Shane M. Nelson, City Engineer

Attachment

**BID TABULATION  
CITY OF NOWTHEN  
EBONY AND GARNET IMPROVEMENT PROJECT**

Bids were opened at 1:00 p.m. on May 11, 2021.  
Eight bids were received, as shown herein.

Schedule 'A' - Street Construction					Molnau Trucking		North Valley, Inc.		Omann Brothers Paving Inc.	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021	MOBILIZATION	LUMP SUM	1	\$12,191.44	\$12,191.44	\$6,224.59	\$6,224.59	\$2,500.00	\$2,500.00
2	2104	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	750	\$2.57	\$1,927.50	\$8.16	\$6,120.00	\$3.50	\$2,625.00
3	2104	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	390	\$2.48	\$967.20	\$2.15	\$838.50	\$2.00	\$780.00
4	2104	REMOVE MAILBOX SUPPORT	EACH	20	\$50.00	\$1,000.00	\$53.66	\$1,073.20	\$55.00	\$1,100.00
5	2211	CLASS 5 AGGREGATE SHOULDERING	TON	190	\$15.63	\$2,969.70	\$25.72	\$4,886.80	\$30.90	\$5,871.00
6	2232	MILL BITUMINOUS PAVEMENT	SQ YD	150	\$2.33	\$349.50	\$6.28	\$942.00	\$11.00	\$1,650.00
7	2331	FULL DEPTH BITUMINOUS PAVEMENT RECLAMATION (P)	SQ YD	12100	\$1.34	\$16,214.00	\$1.58	\$19,118.00	\$1.69	\$20,449.00
8	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	1120	\$57.50	\$64,400.00	\$55.52	\$62,182.40	\$71.50	\$80,080.00
9	2360	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	1200	\$56.68	\$68,016.00	\$53.21	\$63,852.00	\$69.95	\$83,940.00
10	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	SQ YD	750	\$11.47	\$8,602.50	\$17.81	\$13,357.50	\$20.25	\$15,187.50
11	2357	BITUMINOUS MATERIAL FOR TACK COAT	GAL	620	\$3.35	\$2,077.00	\$3.06	\$1,897.20	\$3.00	\$1,860.00
12	2540	MAILBOX	EACH	2	\$27.50	\$55.00	\$29.52	\$59.04	\$30.00	\$60.00
13	2540	MAILBOX SUPPORT	EACH	20	\$110.00	\$2,200.00	\$118.05	\$2,361.00	\$120.00	\$2,400.00
14	2563	TRAFFIC CONTROL	LUMP SUM	1	\$900.00	\$900.00	\$965.88	\$965.88	\$1,500.00	\$1,500.00
<b>Total Bid Schedule 'A'</b>						<u>\$181,869.84</u>		<u>\$183,878.11</u>		<u>\$220,002.50</u>

**Schedule 'B' - Base Correction and Drainage Improvements**

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2101	CLEARING AND GRUBBING	LUMP SUM	1	\$750.00	\$750.00	\$4,164.04	\$4,164.04	\$7,760.00	\$7,760.00
2	2105	COMMON EXCAVATION (DITCH CLEANING)	CU YD	60	\$42.01	\$2,520.60	\$36.32	\$2,179.20	\$40.12	\$2,407.20
3	2105	SUBGRADE EXCAVATION (EV)	CU YD	112	\$12.56	\$1,406.72	\$23.29	\$2,608.48	\$40.12	\$4,493.44
4	2211	AGGREGATE BASE CLASS 5	TON	2800	\$18.14	\$50,792.00	\$13.80	\$38,640.00	\$12.05	\$33,740.00
5	2215	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	200	\$12.77	\$2,554.00	\$6.44	\$1,288.00	\$19.00	\$3,800.00
6	2573	SILT FENCE, TYPE MACHINE SLICED	LIN FT	3420	\$2.61	\$8,926.20	\$2.41	\$8,242.20	\$1.97	\$6,737.40
7	2573	CULVERT END CONTROL	EACH	6	\$241.04	\$1,446.24	\$268.30	\$1,609.80	\$330.00	\$1,980.00
8	2511	RANDOM RIP RAP CLASS 2	CU YD	26	\$49.51	\$1,287.26	\$160.98	\$4,185.48	\$110.00	\$2,860.00
9	2511	GEOTEXTILE FILTER FABRIC	SQ YD	110	\$4.55	\$500.50	\$5.37	\$590.70	\$3.30	\$363.00
10	2573	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$651.45	\$651.45	\$536.61	\$536.61	\$1,500.00	\$1,500.00
11	2574	SELECT TOPSOIL BORROW	CU YD	850	\$32.26	\$27,421.00	\$36.95	\$31,407.50	\$49.50	\$42,075.00
12	2574	SOIL BED PREPERATION	ACRE	2.2	\$150.00	\$330.00	\$536.60	\$1,180.52	\$555.00	\$1,221.00
13	2575	SEEDING	ACRE	2.2	\$800.00	\$1,760.00	\$992.72	\$2,183.98	\$555.00	\$1,221.00
14	2575	SEED MIXTURE 25-151	LBS	204	\$4.69	\$956.76	\$6.55	\$1,336.20	\$4.25	\$867.00
15	2575	HYDRAULIC MATRIX, TYPE BONDED FIBER MATRIX	LBS	9200	\$1.43	\$13,156.00	\$1.34	\$12,328.00	\$1.95	\$17,940.00
<b>Total Bid Schedule 'B'</b>						<u>\$114,458.73</u>		<u>\$112,480.71</u>		<u>\$128,965.04</u>
<b>Total Base Bid</b>						<u>\$296,328.57</u>		<u>\$296,358.82</u>		<u>\$348,967.54</u>

**BID TABULATION**  
**CITY OF NOWTHEN**  
**EBONY AND GARNET IMPROVEMENT PROJECT**

Bids were opened at 1:00 p.m. on May 11, 2021.  
Eight bids were received, as shown herein.

Schedule 'A' - Street Construction					Knife River Corporation		Asphalt Surface Technologies Corp.		Bituminous Roadways Inc.	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021	MOBILIZATION	LUMP SUM	1	\$29,000.00	\$29,000.00	\$14,000.00	\$14,000.00	\$20,000.00	\$20,000.00
2	2104	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	750	\$9.00	\$6,750.00	\$5.28	\$3,960.00	\$11.00	\$8,250.00
3	2104	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	390	\$5.00	\$1,950.00	\$3.30	\$1,287.00	\$2.00	\$780.00
4	2104	REMOVE MAILBOX SUPPORT	EACH	20	\$50.00	\$1,000.00	\$55.00	\$1,100.00	\$55.00	\$1,100.00
5	2211	CLASS 5 AGGREGATE SHOULDERING	TON	190	\$40.00	\$7,600.00	\$33.55	\$6,374.50	\$24.00	\$4,560.00
6	2232	MILL BITUMINOUS PAVEMENT	SQ YD	150	\$7.00	\$1,050.00	\$8.00	\$1,200.00	\$4.00	\$600.00
7	2331	FULL DEPTH BITUMINOUS PAVEMENT RECLAMATION (P)	SQ YD	12100	\$2.15	\$26,015.00	\$2.09	\$25,289.00	\$1.70	\$20,570.00
8	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	1120	\$56.00	\$62,720.00	\$62.50	\$70,000.00	\$68.50	\$76,720.00
9	2360	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	1200	\$54.00	\$64,800.00	\$61.04	\$73,248.00	\$67.00	\$80,400.00
10	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	SQ YD	750	\$14.45	\$10,837.50	\$22.00	\$16,500.00	\$17.25	\$12,937.50
11	2357	BITUMINOUS MATERIAL FOR TACK COAT	GAL	620	\$2.00	\$1,240.00	\$2.75	\$1,705.00	\$3.00	\$1,860.00
12	2540	MAILBOX	EACH	2	\$27.50	\$55.00	\$33.00	\$66.00	\$30.00	\$60.00
13	2540	MAILBOX SUPPORT	EACH	20	\$185.00	\$3,700.00	\$121.00	\$2,420.00	\$122.00	\$2,440.00
14	2563	TRAFFIC CONTROL	LUMP SUM	1	\$3,600.00	\$3,600.00	\$990.00	\$990.00	\$1,000.00	\$1,000.00
<b>Total Bid Schedule 'A'</b>						<u>\$220,317.50</u>		<u>\$218,139.50</u>		<u>\$231,277.50</u>

**Schedule 'B' - Base Correction and Drainage Improvements**

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2101	CLEARING AND GRUBBING	LUMP SUM	1	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$4,300.00	\$4,300.00
2	2105	COMMON EXCAVATION (DITCH CLEANING)	CU YD	60	\$80.00	\$4,800.00	\$100.00	\$6,000.00	\$50.00	\$3,000.00
3	2105	SUBGRADE EXCAVATION (EV)	CU YD	112	\$35.00	\$3,920.00	\$50.00	\$5,600.00	\$40.00	\$4,480.00
4	2211	AGGREGATE BASE CLASS 5	TON	2800	\$17.00	\$47,600.00	\$19.80	\$55,440.00	\$16.70	\$46,760.00
5	2215	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	200	\$15.00	\$3,000.00	\$16.50	\$3,300.00	\$11.50	\$2,300.00
6	2573	SILT FENCE, TYPE MACHINE SLICED	LIN FT	3420	\$1.90	\$6,498.00	\$2.00	\$6,840.00	\$2.00	\$6,840.00
7	2573	CULVERT END CONTROL	EACH	6	\$600.00	\$3,600.00	\$110.00	\$660.00	\$110.00	\$660.00
8	2511	RANDOM RIP RAP CLASS 2	CU YD	26	\$135.00	\$3,510.00	\$140.00	\$3,640.00	\$120.00	\$3,120.00
9	2511	GEOTEXTILE FILTER FABRIC	SQ YD	110	\$5.00	\$550.00	\$5.00	\$550.00	\$6.00	\$660.00
10	2573	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$1,600.00	\$1,600.00	\$3,300.00	\$3,300.00	\$650.00	\$650.00
11	2574	SELECT TOPSOIL BORROW	CU YD	850	\$48.00	\$40,800.00	\$40.59	\$34,501.50	\$50.00	\$42,500.00
12	2574	SOIL BED PREPERATION	ACRE	2.2	\$250.00	\$550.00	\$275.00	\$605.00	\$275.00	\$605.00
13	2575	SEEDING	ACRE	2.2	\$200.00	\$440.00	\$275.00	\$605.00	\$220.00	\$484.00
14	2575	SEED MIXTURE 25-151	LBS	204	\$3.50	\$714.00	\$3.85	\$785.40	\$3.85	\$785.40
15	2575	HYDRAULIC MATRIX, TYPE BONDED FIBER MATRIX	LBS	9200	\$1.30	\$11,960.00	\$1.43	\$13,156.00	\$1.45	\$13,340.00
<b>Total Bid Schedule 'B'</b>						<u>\$134,542.00</u>		<u>\$140,982.90</u>		<u>\$130,484.40</u>
<b>Total Base Bid</b>						<u>\$354,859.50</u>		<u>\$359,122.40</u>		<u>\$361,761.90</u>

**BID TABULATION  
CITY OF NOWTHEN  
EBONY AND GARNET IMPROVEMENT PROJECT**

Bids were opened at 1:00 p.m. on May 11, 2021.  
Eight bids were received, as shown herein.

Schedule 'A' - Street Construction					Northwest		Park Construction Company	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021	MOBILIZATION	LUMP SUM	1	\$36,524.00	\$36,524.00	\$50,200.00	\$50,200.00
2	2104	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	750	\$5.00	\$3,750.00	\$9.50	\$7,125.00
3	2104	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	390	\$5.00	\$1,950.00	\$5.05	\$1,969.50
4	2104	REMOVE MAILBOX SUPPORT	EACH	20	\$55.00	\$1,100.00	\$50.50	\$1,010.00
5	2211	CLASS 5 AGGREGATE SHOULDERING	TON	190	\$36.25	\$6,887.50	\$42.90	\$8,151.00
6	2232	MILL BITUMINOUS PAVEMENT	SQ YD	150	\$20.00	\$3,000.00	\$5.95	\$892.50
7	2331	FULL DEPTH BITUMINOUS PAVEMENT RECLAMATION (P)	SQ YD	12100	\$0.69	\$8,349.00	\$1.55	\$18,755.00
8	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	1120	\$64.69	\$72,452.80	\$59.60	\$66,752.00
9	2360	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	1200	\$61.87	\$74,244.00	\$58.30	\$69,960.00
10	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	SQ YD	750	\$22.35	\$16,762.50	\$34.90	\$26,175.00
11	2357	BITUMINOUS MATERIAL FOR TACK COAT	GAL	620	\$4.50	\$2,790.00	\$2.65	\$1,643.00
12	2540	MAILBOX	EACH	2	\$29.00	\$58.00	\$27.80	\$55.60
13	2540	MAILBOX SUPPORT	EACH	20	\$110.00	\$2,200.00	\$111.00	\$2,220.00
14	2563	TRAFFIC CONTROL	LUMP SUM	1	\$4,200.00	\$4,200.00	\$909.00	\$909.00
<b>Total Bid Schedule 'A'</b>						<b>\$234,267.80</b>		<b>\$255,817.60</b>

**Schedule 'B' - Base Correction and Drainage Improvements**

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2101	CLEARING AND GRUBBING	LUMP SUM	1	\$3,950.00	\$3,950.00	\$3,920.00	\$3,920.00
2	2105	COMMON EXCAVATION (DITCH CLEANING)	CU YD	60	\$38.67	\$2,320.20	\$43.40	\$2,604.00
3	2105	SUBGRADE EXCAVATION (EV)	CU YD	112	\$32.00	\$3,584.00	\$49.50	\$5,544.00
4	2211	AGGREGATE BASE CLASS 5	TON	2800	\$19.95	\$55,860.00	\$16.70	\$46,760.00
5	2215	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	200	\$9.20	\$1,840.00	\$19.00	\$3,800.00
6	2573	SILT FENCE, TYPE MACHINE SLICED	LIN FT	3420	\$2.15	\$7,353.00	\$1.90	\$6,498.00
7	2573	CULVERT END CONTROL	EACH	6	\$250.00	\$1,500.00	\$111.00	\$666.00
8	2511	RANDOM RIP RAP CLASS 2	CU YD	26	\$105.00	\$2,730.00	\$132.00	\$3,432.00
9	2511	GEOTEXTILE FILTER FABRIC	SQ YD	110	\$2.00	\$220.00	\$4.05	\$445.50
10	2573	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$4,500.00	\$4,500.00	\$106.00	\$106.00
11	2574	SELECT TOPSOIL BORROW	CU YD	850	\$29.00	\$24,650.00	\$37.20	\$31,620.00
12	2574	SOIL BED PREPERATION	ACRE	2.2	\$255.00	\$561.00	\$4,410.00	\$9,702.00
13	2575	SEEDING	ACRE	2.2	\$250.00	\$550.00	\$202.00	\$444.40
14	2575	SEED MIXTURE 25-151	LBS	204	\$4.00	\$816.00	\$3.55	\$724.20
15	2575	HYDRAULIC MATRIX, TYPE BONDED FIBER MATRIX	LBS	9200	\$2.10	\$19,320.00	\$1.30	\$11,960.00
<b>Total Bid Schedule 'B'</b>						<b>\$129,754.20</b>		<b>\$128,226.10</b>
<b>Total Base Bid</b>						<b>\$364,022.00</b>		<b>\$384,043.70</b>

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

**RESOLUTION NO. 2021-25**

**RESOLUTION ACCEPTING BID AND AWARDING CONTRACT  
FOR THE ROGERS LAKE AREA ROAD IMPROVEMENT PROJECT**

**WHEREAS**, pursuant to an advertisement for bids for the Rogers Lake Area Improvement Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Knife River Corporation	\$583,306.80
North Valley, Inc.	\$615,694.48
Valley Paving, Inc.	\$645,349.87
Northwest Asphalt	\$674,133.69
Park Construction Company	\$729,424.50

**WHEREAS**, it appears that Knife River Corporation is the lowest responsible bidder at \$583,306.80.

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

1. The bid of Knife River Corporation in the amount of \$583,306.80 is hereby accepted contingent on Knife River Corporation entering into a contract with the City. The contract is subject to the approval of the City Attorney.
2. Subject to the approval by the City Attorney, the Mayor and the City Clerk are directed to enter into a contract with Knife River Corporation in the name of the City of Nowthen for the Rogers Lake Area Road Improvement Project according to the plans and specifications therefore approved by the City Council and on file in the office of the City Engineer.
3. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Passed this 8<sup>th</sup> day of June 2021.

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

\_\_\_\_\_  
Lori Streich, Clerk

June 1, 2021

Mayor and Council Members  
City of Nowthen  
8188 199th Avenue NW  
Nowthen, MN 55330

RE: 2021 Street Improvement Project (Rogers Lake Area)

Dear Mayor and Council Members:

Bids were received and opened on May 11, 2021, for the 2021 Street Improvement Project. A total of five bids were received as shown on the attached Bid Tabulation and as listed below:

	<u>Total Bid</u>
Knife River Corporation	\$ 583,306.80
North Valley, Inc.	\$ 615,694.48
Valley Paving, Inc.	\$ 645,349.87
Northwest Asphalt	\$ 674,133.69
Park Construction Company	\$ 729,424.50

It was found that Knife River Corporation of Sauk Rapids, Minnesota is the low bidder with a total bid of \$583,306.80. We have worked with Knife River Corporation on several projects in the past and they have successfully completed all projects.

Therefore, we recommend award of the contract to the low bidder, Knife River Corporation.

Sincerely,  
Hakanson Anderson



Shane M. Nelson, City Engineer

Attachment

**BID TABULATION  
CITY OF NOWTHEN  
2021 STREET IMPROVEMENT PROJECT**

Bids were opened at 10:00 a.m. on May 11, 2021.  
Five bids were received, as shown herein.

Schedule 'A' - Street Construction					Knife River Corporation		North Valley, Inc.		Valley Paving, Inc	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021	MOBILIZATION	LUMP SUM	1	\$32,000.00	\$32,000.00	\$13,420.35	\$13,420.35	\$35,000.00	\$35,000.00
2	2104	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	1650	\$2.50	\$4,125.00	\$2.90	\$4,785.00	\$2.65	\$4,372.50
3	2104	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	100	\$9.50	\$950.00	\$11.62	\$1,162.00	\$10.08	\$1,008.00
4	2104	REMOVE MAILBOX SUPPORT	EACH	54	\$45.00	\$2,430.00	\$48.31	\$2,608.74	\$47.25	\$2,551.50
5	2104	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	1060	\$3.00	\$3,180.00	\$2.09	\$2,215.40	\$3.20	\$3,392.00
6	2104	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	180	\$9.00	\$1,620.00	\$4.99	\$898.20	\$5.00	\$900.00
7	2211	CLASS 5 AGGREGATE SHOULDERING	TON	700	\$35.00	\$24,500.00	\$21.87	\$15,309.00	\$37.12	\$25,984.00
8	2232	MILL BITUMINOUS SURFACE (1.5")	SQ YD	250	\$5.00	\$1,250.00	\$6.44	\$1,610.00	\$4.00	\$1,000.00
9	2331	FULL DEPTH BITUMINOUS PAVEMENT RECLAMATION (P)	SQ YD	23102	\$1.90	\$43,893.80	\$1.93	\$44,586.86	\$1.30	\$30,032.60
10	2357	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1180	\$2.00	\$2,360.00	\$2.85	\$3,363.00	\$1.60	\$1,888.00
11	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	2200	\$54.00	\$118,800.00	\$62.11	\$136,642.00	\$66.81	\$146,982.00
12	2360	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	2915	\$52.00	\$151,580.00	\$57.42	\$167,379.30	\$61.70	\$179,855.50
13	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	SQ YD	1650	\$12.40	\$20,460.00	\$19.79	\$32,653.50	\$18.96	\$31,284.00
14	2531	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	100	\$90.00	\$9,000.00	\$96.63	\$9,663.00	\$94.50	\$9,450.00
15	2540	MAILBOX SUPPORT	EACH	54	\$185.00	\$9,990.00	\$118.10	\$6,377.40	\$115.50	\$6,237.00
16	2540	MAILBOX	EACH	54	\$27.50	\$1,485.00	\$29.52	\$1,594.08	\$28.88	\$1,559.52
17	2563	TRAFFIC CONTROL	LUMP SUM	1	\$3,800.00	\$3,800.00	\$1,019.95	\$1,019.95	\$1,000.00	\$1,000.00
<b>Total Bid Schedule 'A' Total</b>						<b>\$431,423.80</b>		<b>\$445,287.78</b>		<b>\$482,496.62</b>

**Schedule 'B' - Drainage Improvements and Preparation**

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2101	CLEARING AND GRUBBING	TREES	44	\$200.00	\$8,800.00	\$311.69	\$13,714.36	\$263.00	\$11,572.00
2	2101	CLEARING AND GRUBBING (BRUSH)	ACRES	0.4	\$8,000.00	\$3,200.00	\$9,974.18	\$3,989.67	\$8,400.00	\$3,360.00
3	2104	REMOVE CMP CULVERT	LIN FT	185	\$10.00	\$1,850.00	\$9.02	\$1,668.70	\$10.65	\$1,970.25
4	2104	REMOVE FENCE	LIN FT	80	\$25.00	\$2,000.00	\$8.59	\$687.20	\$16.00	\$1,280.00
5	2104	SALVAGE AND REINSTALL SIGN	EACH	13	\$150.00	\$1,950.00	\$161.04	\$2,093.52	\$225.00	\$2,925.00
6	2105	COMMON EXCAVATION	CU YD	390	\$28.00	\$10,920.00	\$20.88	\$8,143.20	\$29.75	\$11,602.50
7	2105	SUBGRADE EXCAVATION (EV)	CU YD	100	\$24.00	\$2,400.00	\$26.36	\$2,636.00	\$25.50	\$2,550.00
8	2211	AGGREGATE BASE CLASS 5	TON	750	\$20.00	\$15,000.00	\$18.56	\$13,920.00	\$21.25	\$15,937.50
9	2215	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	200	\$11.00	\$2,200.00	\$14.36	\$2,872.00	\$11.75	\$2,350.00
10	2501	12" RC APRON	EACH	4	\$1,170.00	\$4,680.00	\$1,353.16	\$5,412.64	\$1,250.00	\$5,000.00
11	2501	24" RCP APRON	EACH	2	\$1,425.00	\$2,850.00	\$2,368.03	\$4,736.06	\$1,515.00	\$3,030.00
12	2501	12" RC CULVERT DESIGN 3006	LIN FT	72	\$72.00	\$5,184.00	\$56.38	\$4,059.36	\$76.50	\$5,508.00
13	2501	24" RC CULVERT DESIGN 3006	LIN FT	40	\$93.00	\$3,720.00	\$101.49	\$4,059.60	\$98.65	\$3,946.00
14	2573	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$2,800.00	\$2,800.00	\$536.82	\$536.82	\$750.00	\$750.00
15	2573	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$1,750.00	\$1,750.00	\$536.82	\$536.82	\$2,450.00	\$2,450.00
16	2573	CULVERT END CONTOLS	EACH	4	\$350.00	\$1,400.00	\$295.17	\$1,180.68	\$300.00	\$1,200.00
17	2511	RIP RAP, CLASS 2	CU YD	20	\$133.00	\$2,660.00	\$110.51	\$2,210.20	\$142.00	\$2,840.00
18	2511	GEOTEXTILE FILTER FABRIC	SQ YD	48	\$3.00	\$144.00	\$5.64	\$270.72	\$3.25	\$156.00
19	2573	SEDIMENT CONTROL LOG, TYPE COMPOST	LIN FT	450	\$3.05	\$1,372.50	\$5.02	\$2,259.00	\$3.75	\$1,687.50
20	2573	SILT FENCE, TYPE MACHINE SLICED	LIN FT	2500	\$2.00	\$5,000.00	\$2.48	\$6,200.00	\$2.20	\$5,500.00
21	2573	SELECT TOPSOIL BORROW	CU YD	1100	\$33.00	\$36,300.00	\$45.02	\$49,522.00	\$35.00	\$38,500.00
22	2574	SOIL BED PREPARATION	ACRES	6.5	\$250.00	\$1,625.00	\$671.02	\$4,361.63	\$271.00	\$1,761.50
23	2574	FERTILIZER, TYPE 3	LBS	1050	\$0.45	\$472.50	\$1.09	\$1,144.50	\$0.50	\$525.00
24	2575	SEEDING	ACRE	6.5	\$200.00	\$1,300.00	\$737.91	\$4,796.42	\$217.00	\$1,410.50
25	2575	SEED MIXTURE 25-151	LBS	780	\$3.50	\$2,730.00	\$5.02	\$3,915.60	\$3.80	\$2,964.00
26	2575	HYDRAULIC MATRIX, TYPE BONDED FIBER MATRIX	LBS	22750	\$1.30	\$29,575.00	\$1.12	\$25,480.00	\$1.41	\$32,077.50
<b>Total Bid Schedule 'B' Total</b>						<b>\$151,883.00</b>		<b>\$170,406.70</b>		<b>\$162,853.25</b>
<b>Base Bid Total</b>						<b>\$583,306.80</b>		<b>\$615,694.48</b>		<b>\$645,349.87</b>



**BID TABULATION**  
**CITY OF NOWTHEN**  
**2021 STREET IMPROVEMENT PROJECT**

Bids were opened at 10:00 a.m. on May 11, 2021.  
Five bids were received, as shown herein.

Schedule 'A' - Street Construction					Northwest		Park Construction Company	
ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021	MOBILIZATION	LUMP SUM	1	\$68,412.00	\$68,412.00	\$47,900.00	\$47,900.00
2	2104	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	1650	\$4.00	\$6,600.00	\$9.45	\$15,592.50
3	2104	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	100	\$14.00	\$1,400.00	\$13.60	\$1,360.00
4	2104	REMOVE MAILBOX SUPPORT	EACH	54	\$50.00	\$2,700.00	\$45.90	\$2,478.60
5	2104	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	1060	\$4.00	\$4,240.00	\$1.75	\$1,855.00
6	2104	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	180	\$6.00	\$1,080.00	\$4.95	\$891.00
7	2211	CLASS 5 AGGREGATE SHOULDERING	TON	700	\$32.50	\$22,750.00	\$27.10	\$18,970.00
8	2232	MILL BITUMINOUS SURFACE (1.5")	SQ YD	250	\$22.00	\$5,500.00	\$6.10	\$1,525.00
9	2331	FULL DEPTH BITUMINOUS PAVEMENT RECLAMATION (P)	SQ YD	23102	\$0.47	\$10,857.94	\$1.70	\$39,273.40
10	2357	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1180	\$4.50	\$5,310.00	\$2.95	\$3,481.00
11	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	2200	\$62.55	\$137,610.00	\$67.40	\$148,280.00
12	2360	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	2915	\$59.25	\$172,713.75	\$63.20	\$184,228.00
13	2360	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	SQ YD	1650	\$21.45	\$35,392.50	\$23.50	\$38,775.00
14	2531	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	100	\$90.00	\$9,000.00	\$94.60	\$9,460.00
15	2540	MAILBOX SUPPORT	EACH	54	\$110.00	\$5,940.00	\$112.00	\$6,048.00
16	2540	MAILBOX	EACH	54	\$29.00	\$1,566.00	\$28.10	\$1,517.40
17	2563	TRAFFIC CONTROL	LUMP SUM	1	\$7,650.00	\$7,650.00	\$1,170.00	\$1,170.00
<b>Total Bid Schedule 'A' Total</b>						<u>\$498,722.19</u>	<u>\$522,804.90</u>	

**Schedule 'B' - Drainage Improvements and Preparation**

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2101	CLEARING AND GRUBBING	TREES	44	\$365.00	\$16,060.00	\$192.00	\$8,448.00
2	2101	CLEARING AND GRUBBING (BRUSH)	ACRES	0.4	\$4,000.00	\$1,600.00	\$8,650.00	\$3,460.00
3	2104	REMOVE CMP CULVERT	LIN FT	185	\$20.00	\$3,700.00	\$12.10	\$2,238.50
4	2104	REMOVE FENCE	LIN FT	80	\$25.00	\$2,000.00	\$19.50	\$1,560.00
5	2104	SALVAGE AND REINSTALL SIGN	EACH	13	\$155.00	\$2,015.00	\$153.00	\$1,989.00
6	2105	COMMON EXCAVATION	CU YD	390	\$29.54	\$11,520.60	\$37.20	\$14,508.00
7	2105	SUBGRADE EXCAVATION (EV)	CU YD	100	\$32.00	\$3,200.00	\$39.30	\$3,930.00
8	2211	AGGREGATE BASE CLASS 5	TON	750	\$19.85	\$14,887.50	\$29.90	\$22,425.00
9	2215	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	200	\$9.05	\$1,810.00	\$38.50	\$7,700.00
10	2501	12" RC APRON	EACH	4	\$1,407.55	\$5,630.20	\$1,120.00	\$4,480.00
11	2501	24" RCP APRON	EACH	2	\$1,902.72	\$3,805.44	\$1,410.00	\$2,820.00
12	2501	12" RC CULVERT DESGIN 3006	LIN FT	72	\$78.38	\$5,643.36	\$66.00	\$4,752.00
13	2501	24" RC CULVERT DESIGN 3006	LIN FT	40	\$162.06	\$6,482.40	\$93.30	\$3,732.00
14	2573	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$5,000.00	\$5,000.00	\$108.00	\$108.00
15	2573	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$4,000.00	\$4,000.00	\$79.00	\$79.00
16	2573	CULVERT END CONTOLS	EACH	4	\$250.00	\$1,000.00	\$131.00	\$524.00
17	2511	RIP RAP, CLASS 2	CU YD	20	\$110.00	\$2,200.00	\$88.40	\$1,768.00
18	2511	GEOTEXTILE FILTER FABRIC	SQ YD	48	\$1.50	\$72.00	\$5.45	\$261.60
19	2573	SEDIMENT CONTROL LOG, TYPE COMPOST	LIN FT	450	\$5.00	\$2,250.00	\$3.15	\$1,417.50
20	2573	SILT FENCE, TYPE MACHINE SLICED	LIN FT	2500	\$2.50	\$6,250.00	\$2.10	\$5,250.00
21	2573	SELECT TOPSOIL BORROW	CU YD	1100	\$36.00	\$39,600.00	\$43.80	\$48,180.00
22	2574	SOIL BED PREPARATION	ACRES	6.5	\$275.00	\$1,787.50	\$263.00	\$1,709.50
23	2574	FERTILIZER, TYPE 3	LBS	1050	\$0.55	\$577.50	\$0.74	\$777.00
24	2575	SEEDING	ACRE	6.5	\$250.00	\$1,625.00	\$7,000.00	\$45,500.00
25	2575	SEED MIXTURE 25-151	LBS	780	\$4.00	\$3,120.00	\$2.15	\$1,677.00
26	2575	HYDRAULIC MATRIX, TYPE BONDED FIBER MATRIX	LBS	22750	\$1.30	\$29,575.00	\$0.73	\$16,607.50
<b>Total Bid Schedule 'B' Total</b>						<u>\$175,411.50</u>	<u>\$206,619.60</u>	
<b>Base Bid Total</b>						<u>\$674,133.69</u>	<u>\$729,424.50</u>	



3601 Thurston Avenue  
Anoka, MN 55303  
763.231.5840  
TPC@PlanningCo.com

## MEMORANDUM

TO: Nowthen Mayor and City Council

FROM: Elizabeth Stockman

DATE: June 1, 2021

RE: Nowthen – Perkins Property 19745 Nowthen Blvd.  
FX Auto CUP and Variance

TPC FILE: 122.02 – 21.09

The City Council tabled decision on this project at the May 11, 2021 meeting to allow numerous questions to be answered, summarized as follows. The Findings of Fact have been updated.

**Signature of Property Owner.** Dave Perkins had signed the original CUP application at the time of submittal but had not signed the Variance application; this is now updated and on file at the City Offices.

**Parking in Front.** The collector vehicle has been moved behind the fence. The gravel parking areas in front shall be paved if utilized on a regular basis.

**Signage.** Mark Froehlich will work with the City on establishing signage which meets the City Code requirements.

**CUP Requirement.** The City Code requires a CUP, rather than an IUP, for several uses within the C-1 Commercial District such as auto repair facilities, gas stations/convenience stores, pipelines/transmission facilities, multiple principal buildings and vet clinics due to the cost in setting up these types of services and their reuse potential (by the same type of use) that is greater than a typical office/warehouse building.

The CUP for the motorcycle repair shall be revoked as a condition of approval of the FX Auto CUP. This shall be done as part of a group process, at no charge to the property owner, as recently directed by the City Council.

- c. Lori Streich
- Rene Perkins
- Mark Froehlich

**CITY OF NOWTHEN  
ANOKA COUNTY, MINNESOTA**

**CITY COUNCIL**

**FINDINGS & DECISION  
CONDITIONAL USE PERMIT - Auto Repair  
VARIANCE – Parking on Gravel Surface**

**APPLICANT:** Dave Perkins and Mark Froehlich, 19745 Nowthen Boulevard

**APPLICATION:** Request for approval of a Conditional Use Permit (CUP) to allow auto repair in the C-1 District within an existing commercial building and a VARIANCE to allow parking of vehicles on gravel surfacing within the outdoor storage area in the rear yard.

**CITY COUNCIL MEETING:** May 11 and June 8, 2021

**FINDINGS:** Based upon review of the application and evidence received, the City Council of the City of Nowthen now makes the following findings of fact:

Whereas, the legal description of the subject property is as follows: THAT PRT OF LOT 2 AUDITORS SUBDIVISION NO 146 LYNG SLY OF N 11 FT OF W 162 FT, & LYG NLY OF S 20 FT OF W 175 FT THEREOF

Whereas, the property identification number is: 21-33-25-33-0021;

Whereas, the property at 19745 Nowthen Boulevard contains an existing building which was built around 1939;

Whereas, the property owner utilizes the property and buildings for his construction/excavating contracting business and leases space to the applicant for the auto repair business;

Whereas, the auto repair business encompasses 1,200-1,300 square feet of the existing building;

Whereas, the auto repair business is conducted wholly within the structure at the present time;

Whereas, the Planning Report dated April 20, 2021 prepared by the City Planner, The Planning Company LLC, is incorporated herein;

Whereas, the Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the request at their regularly scheduled meeting on April 27, 2021. The Commission voted 4-0 in favor of the request (3 vacant seats).

**DECISION:** Based on the foregoing information and applicable ordinances, the City Council APPROVES the Conditional Use Permit and Variance to allow an auto repair business at 19745 Nowthen Boulevard subject to the following conditions:

1. Hours of operation are 8am-5pm Monday-Saturday.
2. All automobile parts, equipment and materials are stored within the building or behind the existing six foot screening fence per Section 11-3-8.C.2.f of the Nowthen City Code.
3. The sale of parts and accessories are limited to items related to vehicles as may be accessory to the principal auto repair business as allowed by Section 11-3-8.C.2.g of the Nowthen City Code.
4. Parking requirements are as follows:
  - a. Inoperable or unlicensed vehicles as well as vehicles awaiting repair shall be parked behind the screening fence (9-10 vehicles) or inside the building(s). The City Council makes a finding that the Variance criteria have been met to allow the parking of vehicles on gravel in the rear yard~~as indicated in Exhibit E.~~
  - b. Operable and licensed vehicles parking on a short-term basis may park in one of the six (6) spaces on the south side of the building.
  - c. The existing gravel parking areas at the front of the building and behind the house currently being utilized as office space ~~are~~ shall be paved ~~since~~ if they are being utilized on a regular basis.
  - d. Vehicles may not block the fire lane or gate on the south side of the principal building.
  - ~~d. — Specific direction is provided regarding parking of the collector vehicle with the FX Auto logo.~~
  - e. No vehicles of any kind may be parked on the City of Nowthen Historic Town Hall property across Nowthen Boulevard without approval of the City Council and a written agreement prepared by the City Attorney.

5. All existing pervious areas which serve to allow stormwater to infiltrate into the ground shall be maintained and impervious surface areas shall not be increased.
6. The pretreatment and infiltration basins are restored to reflect the approved site plan dated 4/22/15 and the area shall not be used for outdoor storage.
7. Plans for any changes or additions to on-site signs are submitted to the City Planner and City Building Official for review and approval as required in Section 11-7 of the Nowthen City Code.
8. The emission of odor by a use shall be in compliance with and regulated by the Minnesota Pollution Control Standards, Minnesota Regulation APC, as amended (Section 11-3-8.C.2.d of the Nowthen City Code).
9. All flammable materials, including liquids and rags, shall conform to the applicable provisions of the Minnesota uniform fire code as required by Section 11-3-8.C.2.e.
10. If any exterior lighting is changed or added to the site, the City Planner and Building Official must be notified so that compliance with ordinance standards can be verified (Section 11-4-19 of the Nowthen City Code).
11. The house has been converted to an allowed commercial use at the present time (office use) in conformance with the requirements of the C-1 District; the residential use shall not be re-established, per Section 11-3-8.D.5.c of the City Zoning Ordinance.
12. The CUP for the motorcycle repair shall be revoked as a condition of approval of the FX Auto CUP. This shall be done as part of a group process, at no charge to the property owner, as recently directed by the City Council.

12.13. Per Section 11-10-5 of the Nowthen City Code, the City Council may hold a public hearing to revoke a conditional use upon the happening of any of the following events, whichever occurs first:

- a. Upon violation of conditions under which the permit is issued;
- b. The use or operation is discontinued for a period of one (1) year;
- c. If a conditional use approved by the City Council is not exercised or put into effect within **one (1) year of the date of approval**, by fulfilling each and every condition attached thereto, it shall terminate unless a request is submitted to the City in writing no less than thirty (30) days prior to the deadline. The City Zoning

Administrator may approve an extension which shall not exceed ninety (90) days where after reapplication and approval of the interim use by the City Council will be required.

13.14. The applicant is responsible for all costs associated with the City's review and processing of this request.

**MOTION BY:**

**SECOND BY:**

**ALL IN FAVOR:**

**THOSE OPPOSED:**

**ADOPTED by the City Council of the City of Nowthen this 8th day of June 2021.**

**CITY OF NOWTHEN**

By: \_\_\_\_\_  
Jeff Pilon, Mayor

Attest: \_\_\_\_\_  
Lori Streich, City Clerk



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

8188 199th Avenue NW  
Nowthen, MN 55330  
763-441-1347 Office  
763-441-7013 Fax

<p><b>Zoning Application for:</b></p> <p><input checked="" type="checkbox"/> <b>CONDITIONAL USE PERMIT</b></p> <p><input type="checkbox"/> <b>INTERIM USE PERMIT</b></p> <p>Base Fee: \$200 Escrow: \$1,000 Public Hearing Fee: \$250 Recording Fee: \$30 Amt. Due: <u>\$1480.00</u> Amt. Paid: <u>\$1480.00</u> Check# <u>6276</u> Receipt# _____</p>	<p>***FOR OFFICE USE ONLY *** FOR OFFICE USE ONLY***</p> <p>Date Application Received: <u>3/29/21</u></p> <p>Date Application Complete: <u>3/30/21</u> (60-day review period starts from this date)</p> <p>Public Hearing Date: _____</p> <p>City Council Approval/Denial Date: _____</p> <p>60-Day Extension: Yes ___ No ___ Expires On: _____</p> <p>Received By: <u>Lori Steich</u></p> <p>Return To: Deputy Clerk <a href="mailto:deputyclerk@nowthenmn.net">deputyclerk@nowthenmn.net</a></p>
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**Instructions:** Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the Zoning Administrator, and prior to acceptance of required processing fees and escrows.

**Property Information** Street Address: 19745 Nowthen Blvd

Property Identification Number (PIN#): \_\_\_\_\_

Type of Business or Use Requested: Auto Repair

Legal Description (Attach full description of Metes & Bounds if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Information**

Name: Mark Frochlich Business Name: FX AUTO

Mailing Address: 19745 Nowthen Blvd

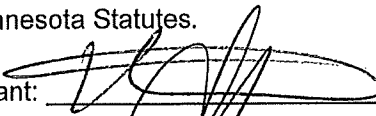
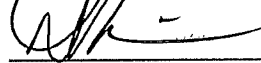
City: Nowthen State: MN Zip Code: 55305

Telephone: 7632189317 Cell Phone: 11 Work: 11

e-mail: FX Auto @Live.com


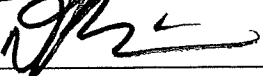
**APPLICATION FEES AND EXPENSES:** We the applicant and undersigned property owner agree to provide to the City, in cash or certified check, for deposit in an escrow fund, the amount of \$\_\_\_\_\_ as partial payment for all fees and estimated future City administrative, planning, legal and engineering fees incurred in processing this request. If the escrow amount is depleted, I agree to furnish additional monies as requested by the City within 10 days of such request. I understand that any amounts not utilized from this escrow fund shall be returned to me, without interest, when all financial obligations to the City have been satisfied. **All fees and expenses are due whether the application is approved or denied.**

I understand and agree that all City-incurred professional fees and expenses associated with the processing of this request and enforcing the terms of this agreement including, but not limited to, attorney's fees are my responsibility as the property owner and will be promptly paid by myself upon billing by the City in the event the escrow fund is depleted. I further understand and agree that as the property owner I must make said payment within 10 days of the date of the invoice. Bills not paid within the 10 days of request for payment by the City shall accrue interest at the rate of 6% per year. Further, if I fail to pay said amounts when due, then the City may certify such costs against any property owned by me within the City limits for collection with the real estate taxes and/or take necessary legal action to recover such costs and I agree that the City shall be entitled to attorney's fees and other costs incurred by the City as a result of such legal action. I knowingly and voluntarily waive all rights to appeal said certification of such expenses against my property under any applicable Minnesota Statutes.

Applicant:  Date: 3-30-21  
Property Owner:  Date: 3-24-2021

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements and are complete to the best of my knowledge.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Signature of Applicant:  Date: 3-30-21  
Signature of Property Owner:  Date: 3-30-21  
Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_



**Property Owner Information** (If other than applicant):

Name: Dave Perkins Business Name: Perkins real estate  
Mailing Address: 19745 Nowthen Blvd nw  
City: Nowthen State: MN Zip Code: 55303  
Telephone: 763.427.0109 Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_  
e-mail: dperk15775@aol.com

**Description of Request** (attach additional sheets as necessary)

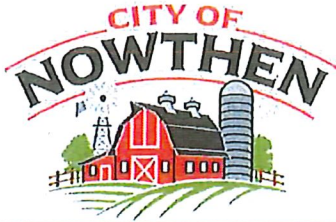
Existing Use of Property: Shop  
Description of Proposed Use: car repair + equipment  
Reason(s) to Approve Request: to maintain renter

**Please describe any previous applications pertaining to the subject site:**

Project Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
Nature of Previous Request: \_\_\_\_\_

**Existing Building Sizes:**

RESIDENTIAL LOTS: House (main floor/footprint of living area): \_\_\_\_\_ SF  
Garage 1: \_\_\_\_\_ SF(attached/detached?) Garage 2: \_\_\_\_\_ SF(attached/detached?)  
COMMERCIAL/INDUSTRIAL LOTS: Main Building: \_\_\_\_\_ Total Square Feet  
Office Area: \_\_\_\_\_ SF; Warehouse/Storage: \_\_\_\_\_ SF; Manufacturing: \_\_\_\_\_ SF  
ALL LOTS:  
Accessory Buildings: (type/size) \_\_\_\_\_ / \_\_\_\_\_ SF: \_\_\_\_\_ / \_\_\_\_\_ SF  
\_\_\_\_\_ / \_\_\_\_\_ SF: \_\_\_\_\_ / \_\_\_\_\_ SF; \_\_\_\_\_ / \_\_\_\_\_ SF



**ZONING APPLICATION**

**Variances and Appeals**

8188 199TH Avenue NW, Nowthen, MN 55330

<input checked="" type="checkbox"/> <b>VARIANCE</b>  <input type="checkbox"/> <b>APPEAL</b>  Base Fee: \$200 <del>Escrow: \$1,000</del> <del>Public Hearing Fee: \$250</del> Recording Fee: \$30  Amt. Due: <u>\$230</u> Amt. Paid: <u>\$230</u> Check# <u>6282</u> Receipt# _____	<p align="center">***FOR OFFICE USE ONLY *** FOR OFFICE USE ONLY***</p> Date Application Received: <u>3/30/21</u> Date Application Complete: <u>3/30/21</u> <small>(60 day review period starts from this date)</small> Public Hearing Date: <u>4-27-21</u> City Council Approval/Denial Date: <u>5-11-21</u> 60-Day Extension: <u>Yes</u> No Expires On: _____ Received By: <u>U3 Sporkman</u> Return To: <a href="mailto:permits@nowthenmn.net">permits@nowthenmn.net</a>
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**Instructions:** Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the Zoning Administrator, and prior to acceptance of required processing fees and escrows.

**Property Information** Street Address: 19745 Nowthen Blvd  
Property Identification Number (PID#): 21-33-25-33-0021  
Type of Business or Use Requested: auto repair  
Legal Description (Attach full description of Metes & Bounds if necessary):  
\_\_\_\_\_

**Applicant Information**  
Name: Mark Froehlich Business Name: FX Auto  
Mailing Address: 19745 Nowthen Blvd  
City: Nowthen State: MN Zip Code: 55303  
Telephone: 763 218 9317 Cell Phone: " Work: "  
e-mail: FX Auto @ Live . com

Property Owner Information (If other than applicant):

Name: Dave Perkins Business Name: Perkins Real Est.

Mailing Address: 19745 Nowthen Blvd.

City: Nowthen State: MN Zip Code: 55303

Telephone: 763-427-0109 Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_

e-mail: dperk15775@aol.com, rperk66@gmail.com

Description of Request (attach additional sheets as necessary)

Existing Use of Property: commercial/office

Perkins Contracting, outdoor storage

Description of Proposed Use: \_\_\_\_\_

auto repair

Reason(s) to Approve Request: \_\_\_\_\_

• vehicles are parked behind fence

Please describe any previous applications pertaining to the subject site:

Project Name: Perkins Contract. Date of Application: 2015

Nature of Previous Request: 1 UP outdoor storage 2015, change in  
Drvd. for house use, CUP motorcycle shop 2015,  
CUP for bldg. facade & Variance for access. bldg. 2015


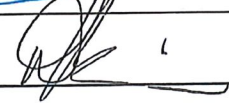
Required Submittal Information:

Site Survey or Site Plan, drawn to scale with detailed information including all primary and accessory structures, patios/decks, fences, driveways, well, and septic system. If a Certificate of Survey is not provided, property lines may have to be marked by registered surveyor so that the Zoning Administrator can verify required setbacks.

Detailed building/construction plans including floor plans, elevation drawings, materials and construction specifications.


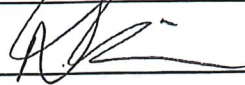
**APPLICATION FEES AND EXPENSES:** We the applicant and undersigned property owner agree to provide to the City, in cash or certified check, for deposit in an escrow fund, the amount of \$ See CVP as partial payment for all fees and estimated future City administrative, planning, legal and engineering fees incurred in processing this request. If the escrow amount is depleted, I agree to furnish additional monies as requested by the City within 10 days of such request. I understand that any amounts not utilized from this escrow fund shall be returned to me, without interest, when all financial obligations to the City have been satisfied. **All fees and expenses are due whether the application is approved or denied.**

I understand and agree that all City-incurred professional fees and expenses associated with the processing of this request and enforcing the terms of this agreement including, but not limited to, attorney's fees are my responsibility as the property owner and will be promptly paid by myself upon billing by the City in the event the escrow fund is depleted. I further understand and agree that as the property owner I must make said payment within 10 days of the date of the invoice. Bills not paid within the 10 days of request for payment by the City shall accrue interest at the rate of 6% per year. Further, if I fail to pay said amounts when due, then the City may certify such costs against any property owned by me within the City limits for collection with the real estate taxes and/or take necessary legal action to recover such costs and I agree that the City shall be entitled to attorney's fees and other costs incurred by the City as a result of such legal action. I knowingly and voluntarily waive all rights to appeal said certification of such expenses against my property under any applicable Minnesota Statutes.

Applicant:  Date: 4-15-21  
Property Owner:  Date: 5-12-2021

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements and are complete to the best of my knowledge.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Signature of Applicant:  Date: 4-15-21  
Signature of Property Owner:  Date: 5-12-2021  
Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**FINDINGS & DECISION  
VARIANCE**

**APPLICANT:** Donovan and Alison Schultz

**APPLICATION:** Request for approval of a Variance to allow a 26x40 house addition at 20066 Baugh Street NW at a distance of 60.85 feet from the centerline of Baugh Street; PID# 19-33-25-42-0001.

**CITY COUNCIL MEETING:** June 8, 2021

**FINDINGS:** Based upon review of the application and evidence received, the City Council of the City of Nowthen now makes the following findings of fact:

1. The legal description of the property is LOT 1 & NLY 35 FT OF LOT 2 BIRCHWOOD.
2. The subject site is guided by the Comprehensive Plan permanent rural residential land uses through the year 2040.
3. The subject site is zoned RRA, Rural Residential Agriculture.
4. The subject property encompasses 1.57 acres and contains an existing residence.
5. The property is irregular in shape and is located within the Shoreland District of East Twin Lake. While the house meets the required setback from the OHWL, it was constructed with impacts to the bluff and is a non-conforming use in that regard.
6. The house (constructed by a previous owner) sits 85.7 feet from the centerline of Baugh Street. The property contains a very significant and steep bluff which limits use of the lower portion of the property. In addition, the property is heavily vegetated.
7. The site is not able to accommodate an accessory building without a variance, so a slightly larger garage may not be inappropriate.
8. The Department of Natural Resources (DNR, Lucas Youngsma, Acting North Metro Area Hydrologist for Anoka & Hennepin Counties, Ecological and Water Resources) was consulted relative to the proposed Variance and verbally stated his acceptance of the project, based upon acknowledgement of the following and documentation in the public record:
  - a. The existing house was constructed partially into the bluff and is considered a non-conforming use in terms of the bluff setback, but the proposed addition does not increase the non-conformity. A bluff setback Variance is not required.

- b. The risks and consequences have been acknowledged and addressed relative to erosion and gullyng potential on this shoreland parcel with a significant bluff.
  - c. Gutters shall be required on the north side of the addition and the downspouts are directed to a rip-rap area or drain which dissipates the volume/flow of water to prevent gullyng and erosion.
  - d. The existing home meets the required shoreland setback from the OHWL (927.1) and the addition does not impact the required 150-foot setback.
  - e. The proposal meets the DNR's minimum road setback from ROW of 20 feet but not the City's structure setback from road.
  - f. The block wall to the northeast of the existing driveway and proposed addition is existing and will be maintained as is (no additional cut/fill); there will be no additional ground disturbance along side of the existing garage.
  - g. Justification for the Variance application: See **Exhibit A**.
  - h. The impervious surface area does not exceed 25%, including the proposed addition.
9. The Planning Report dated May 19, 2021 prepared by the City Planner, The Planning Company LLC., is incorporated herein.
10. The Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the request at their regular meeting on May 25, 2021; the Commission voted 4-0 in favor of the request with three vacant seats.

**DECISION:** Based on the foregoing information and applicable ordinances, the **Schultz Variance is APPROVED** subject to the following conditions:

- 1. The 26x40 addition is located 60.85 feet from the centerline of Baugh Street.
- 2. The Department of Natural Resources reviews and approves the proposed Variance. DNR comments are obtained prior to City Council review to ensure any additional required public notices are posted and required conditions noted.
  - a. Gutters are required along the north side of the addition and the downspouts are directed to a rip-rap area or drain which dissipates the volume/flow of water to prevent gullyng and erosion.
  - b. Compliance inspection on the septic system passes and a copy of the paperwork is provided to the City.
- 3. Moving the driveway as proposed requires an Access Permit and permit for work within the ROW from Anoka County.

4. The new driveway shall be reconfigured to comply with the 15-foot setback requirement or a Conditional Use Permit shall be reviewed and approved. The existing bituminous driveway shall be removed and the ground restored to turf grass.
5. A building permit is obtained from the City's building official prior to beginning construction. Erosion control devices are installed and inspected prior to beginning construction.
6. Natural screening is maintained along the bluff and the bluff is not impacted in any way.
7. The exterior of the addition shall be similar in color and materials to the existing structure, including the roof pitch, maximum height and other design elements.
8. The applicants are responsible for all costs associated with the processing of this request.

**MOTION BY:**

**SECOND BY:**

**ALL IN FAVOR:**

**THOSE OPPOSED:**

**ADOPTED by the City Council of the City of Nowthen this 8th day of June 2021.**

**CITY OF NOWTHEN**

By: \_\_\_\_\_  
Mayor Jeff Pilon

Attest: \_\_\_\_\_  
Lori Streich, City Clerk

# Exhibit A

Variance Application: May 2021

Alison & Donovan Schultz

20066 Baugh St NW

## Existing Use of Property:

Residential family home for use since we purchased the house in 2014. Since we purchased the house, we have put over \$150K of improvements into the property/house including:

- Installing new septic/drainfield in 2014
- Cleaned up debris/trash around property (old tires, metal pipes, oil drums, etc)
- Renovated current house including installation of new windows in 2017

## Description of Proposed Use:

Requesting variance for addition to current garage footprint (see attached survey). Current garage would be converted into living space. Addition would consist of ~23'x 20' living space and 25'x40' attached garage. Additional living space would be on a crawl space/foundation and the attached garage would be a slab build. New addition/garage would be done in similar siding/aesthetics of current home look.

## Reason(s) to Approve Request:

There are several challenges to our lot including:

- Property is located within the Shoreland District of East Twin Lake
- No other location on property for an accessory building accessible to vehicles due to the steep topography of the site (see survey)
- Current garage is a wood floor and does not have proper drainage; to fix, would require significant investment for just current garage space (quote of ~\$40K for spancrete)
- The City Planner contacted the DNR who would not allow degradation of bluff (cut into existing hill)
- The City Planner contacted Anoka County relative to any road updates, for which there are no ROW acquisitions or overlays planned for this low volume road
- Septic drain field was only location on property for a drain field that met soil requirements (installed in 2014); in case of failure, would need to convert to mound system in lower level of property



FINDINGS & RECOMMENDATION  
VARIANCE

**APPLICANT:** Donovan and Alison Schultz

**APPLICATION:** Request for approval of a Variance to allow a 26x40 house addition at 20066 Baugh Street NW at a distance of 60.85 feet from the centerline of Baugh Street; PID# 19-33-25-42-0001.

**PLANNING & ZONING COMMISSION MEETING:** May 25, 2021

**FINDINGS:** Based upon review of the application and evidence received, the Planning and Zoning Commission of the City of Nowthen now makes the following findings of fact:

1. The legal description of the property is LOT 1 & NLY 35 FT OF LOT 2 BIRCHWOOD.
2. The subject site is guided by the Comprehensive Plan permanent rural residential land uses through the year 2040.
3. The subject site is zoned RRA, Rural Residential Agriculture.
4. The subject property encompasses 1.57 acres and contains an existing residence.
5. The property is irregular in shape and is located within the Shoreland District of East Twin Lake. While the house meets the required setback from the OHWL, it was constructed with impacts to the bluff and is a non-conforming use in that regard.
6. The house (constructed by a previous owner) sits 85.7 feet from the centerline of Baugh Street. The property contains a very significant and steep bluff which limits use of the lower portion of the property. In addition, the property is heavily vegetated.
7. The site is not able to accommodate an accessory building without a variance, so a slightly larger garage may not be inappropriate.
8. The Department of Natural Resources (DNR, Lucas Youngsma, Acting North Metro Area Hydrologist for Anoka & Hennepin Counties, Ecological and Water Resources) was consulted relative to the proposed Variance and verbally stated his acceptance of the project, based upon acknowledgement of the following and documentation in the public record:
  - a. The existing house was constructed partially into the bluff and is considered a non-conforming use in terms of the bluff setback, but the proposed addition does not increase the non-conformity. A bluff setback Variance is not required.

- b. The risks and consequences have been acknowledged and addressed relative to erosion and gullyng potential on this shoreland parcel with a significant bluff.
- c. Gutters shall be required on the north side of the addition and the downspouts are directed to a rip-rap area or drain which dissipates the volume/flow of water to prevent gullyng and erosion.
- d. The existing home meets the required shoreland setback from the OHWL (927.1) and the addition does not impact the required 150 foot setback.
- e. The proposal meets the DNR's minimum road setback from ROW of 20 feet but not the City's structure setback from road.
- f. The block wall to the northeast of the existing driveway and proposed addition is existing and will be maintained as is (no additional cut/fill); there will be no additional ground disturbance along side of the existing garage.
- g. Justification for the Variance application: See Exhibit A.
- h. The impervious surface area does not exceed 25%, including the proposed addition.

9. The Planning Report dated May 19, 2021 prepared by the City Planner, The Planning Company LLC., is incorporated herein.
10. The Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the request at their regular meeting on May 25, 2021;

**RECOMMENDATION:** Based on the foregoing information and applicable ordinances, the **Schultz Variance is APPROVED** subject to the following conditions:

1. The 26x40 addition is located 60.85 feet from the centerline of Baugh Street, ~~or as otherwise approved by the DNR and City Council.~~
2. The Department of Natural Resources reviews and approves the proposed Variance. DNR comments are obtained prior to City Council review to ensure any additional required public notices are posted and required conditions noted.
  - a. ~~Variance for structure within bluff impact zone?~~
  - b. ~~Variance from 30-foot bluff setback?~~
  - e.a. ~~Required gutters or other stormwater drainage control devices?~~ Gutters are required along the north side of the addition and the downspouts are directed to a rip-rap area or drain which dissipates the volume/flow of water to prevent gullyng and erosion.
  - d.b. Compliance inspection on the septic system passes and a copy of the paperwork is provided to the City.
3. ~~The purpose and intentions of the 17 foot easement are defined by the Anoka County~~

~~Engineer's office.~~

- 4.3. Moving the driveway as proposed requires an Access Permit and permit for work within the ROW from Anoka County.
- 5.4. The new driveway shall be reconfigured to comply with the 15-foot setback requirement or a Conditional Use Permit shall be reviewed and approved. The existing bituminous driveway shall be removed and the ground restored to turf grass.
- 6.5. A building permit is obtained from the City's building official prior to beginning construction. Erosion control devices are installed and inspected prior to beginning construction.
- 7.6. Natural screening is maintained along the bluff and the bluff is not impacted in any way.
- 8.7. The exterior of the addition shall be similar in color and materials to the existing structure, including the roof pitch, maximum height and other design elements.
- 9.8. The applicants are responsible for all costs associated with the processing of this request.

**MOTION BY:** Kelly Pearo

**SECOND BY:** Rob Schiller

**ALL IN FAVOR:** 4

**THOSE OPPOSED:** 0

**ADOPTED** by the Planning & Zoning Commission of the City of Nowthen this 25th day of May 2021.

**CITY OF NOWTHEN**

By: \_\_\_\_\_  
Dale Ames, Commission Chair

Attest: \_\_\_\_\_  
Lori Streich, City Clerk

FINDINGS & DECISION  
AMENDED INTERIM USE PERMIT

**APPLICANT:** Dan Guimont

**APPLICATION:** Request for approval of an Amended Interim Use Permit to allow the addition of exterior storage to an Extended Home Occupation for indoor storage (IUP approved in Oct. 2019) at 19009 Rhinestone Street; PID# 28-33-25-44-0007 and 28-33-25-44-0006.

**CITY COUNCIL MEETING:** June 8, 2021

**FINDINGS:** Based upon review of the application and evidence received, the City Council of the City of Nowthen now makes the following findings of fact:

1. The legal description of the property is THE N 330.88 FT OF SE1/4 OF SE1/4 OF SEC 28 TWP 33 RGE 25, EX RD, SUBJ TO EASE OF REC and THE S 331.06 FT OF N 661.94 FT OF SE1/4 OF SE1/4 OF SEC 28 TWP 33 RGE 25, EX RD, SUBJ TO EASE OF REC;
2. The subject site is guided by the Comprehensive Plan permanent rural residential land uses through the year 2040;
3. The subject site is zoned RRA, Rural Residential Agriculture;
4. The Guimont properties encompass 20 acres and have direct access to Rhinestone Street, a gravel roadway;
5. The Guimont property contains a residence and two existing accessory buildings which total 4,960 SF;
6. A complaint was received in March of 2021 and a code compliance letter was sent to Mr. and Mrs. Guimont on March 25, 2021, whereafter a site inspection was conducted on April 12, 2021;
7. The Memorandums dated April 20, 2021 and May 18, 2021 prepared by the City Planner, The Planning Company LLC., are incorporated herein;
8. The Nowthen Planning and Zoning Commission discussed the proposed exterior storage at their regular meeting on April 27, 2021;
9. The Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the request at their regular meeting on May

25, 2021.

**DECISION:** Based on the foregoing information and applicable ordinances, the **Guimont Amended Interim Use Permit is denied** for the following reasons:

1. The application for an Amended Interim Use Permit (IUP) was not signed by the co-owner of the property, who subsequently submitted a notarized statement indicating lack of support for the request (attached as Exhibit A).
2. An incomplete application for an Amended IUP means that the property is limited to uses and conditions outlined in the 2019 IUP.
3. The 2019 Interim Use Permit limits storage to INDOOR space within the two existing accessory buildings which encompass 4,960 square feet.
4. The 2019 IUP states that any outdoor storage beyond what is allowed for single family residences or outdoor storage of any kind not belonging to the property owner(s) shall require an amended IUP.
5. A site inspection conducted April 12, 2021 indicated non-compliance with the 2019 IUP and photos taken on site shall be made part of the legal record;
6. The exterior storage of trucks, trailers, boats, campers, inoperable vehicles, lawn mowers, snow blowers and misc. junk and debris has a negative effect on the residential neighborhood and adjacent homes.

**MOTION BY:**

**SECOND BY:**

**ALL IN FAVOR:**

**OPPOSED:**

**ADOPTED by the City Council of the City of Nowthen this 8<sup>th</sup> day of June 2021.**

**CITY OF NOWTHEN**

By: \_\_\_\_\_  
Mayor Jeff Pilon

Attest: \_\_\_\_\_  
Lori Streich, City Clerk

# Exhibit A

To: Anoka City Council Members  
From: Julie Guimont  
Re: 19009 Rhinestone Street, NW  
Anoka, MN 55303

Dear Council Members,

I am writing in regard to the property listed above. I am a co-owner of this property, along with my husband, Daniel Guimont.

My intent is to let you know that I do not wish to have outdoor storage on my property. My husband is engaging in these arrangements without my permission. I am also mindful of the potential concerns our neighbors may have with regard to the negative impact the appearance of our property has on the value of theirs, and feel this should be considered.

Thank you for taking my concerns into consideration in this matter.


Sincerely,



Julie Guimont

State of Minnesota, County of Anoka

Signed before me this 13<sup>th</sup> day of April, 2021

  
\_\_\_\_\_  
Notary Public

**FINDINGS & RECOMMENDATION  
AMENDED INTERIM USE PERMIT**

**APPLICANT:** Dan Guimont

**APPLICATION:** Request for approval of an Amended Interim Use Permit to allow the addition of exterior storage to an Extended Home Occupation for indoor storage (IUP approved in Oct. 2019) at 19009 Rhinestone Street; PID# 28-33-25-44-0007 and 28-33-25-44-0006.

**PLANNING & ZONING COMMISSION MEETING:** April 27 and May 25, 2021

**FINDINGS:** Based upon review of the application and evidence received, the Planning and Zoning Commission of the City of Nowthen now makes the following findings of fact:

1. The legal description of the property is THE N 330.88 FT OF SE1/4 OF SE1/4 OF SEC 28 TWP 33 RGE 25, EX RD, SUBJ TO EASE OF REC and THE S 331.06 FT OF N 661.94 FT OF SE1/4 OF SE1/4 OF SEC 28 TWP 33 RGE 25, EX RD, SUBJ TO EASE OF REC;
2. The subject site is guided by the Comprehensive Plan permanent rural residential land uses through the year 2040;
3. The subject site is zoned RRA, Rural Residential Agriculture;
4. The Guimont properties encompass 20 acres and have direct access to Rhinestone Street, a gravel roadway;
5. The Guimont property contains a residence and two existing accessory buildings which total 4,960 SF;
6. A complaint was received in March of 2021 and a code compliance letter was sent to Mr. and Mrs. Guimont on March 25, 2021, whereafter a site inspection was conducted on April 12, 2021;
7. The Memorandums dated April 20, 2021 and May 18, 2021 prepared by the City Planner, The Planning Company LLC., are incorporated herein;
8. The Nowthen Planning and Zoning Commission discussed the proposed exterior storage at their regular meeting on April 27, 2021;
9. The Nowthen Planning and Zoning Commission held a public hearing, preceded by a published and mailed notice, and considered the request at their regular meeting on May

25, 2021.

**RECOMMENDATION:** Based on the foregoing information and applicable ordinances, the **Guimont Amended Interim Use Permit is denied** for the following reasons:

1. The application for an Amended Interim Use Permit (IUP) was not signed by the co-owner of the property, who subsequently submitted a notarized statement indicating lack of support for the request (attached as Exhibit A).
2. An incomplete application for an Amended IUP means that the property is limited to uses and conditions outlined in the 2019 IUP.
3. The 2019 Interim Use Permit limits storage to INDOOR space within the two existing accessory buildings which encompass 4,960 square feet.
4. The 2019 IUP states that any outdoor storage beyond what is allowed for single family residences or outdoor storage of any kind not belonging to the property owner(s) shall require an amended IUP.
5. A site inspection conducted April 12, 2021 indicated non-compliance with the 2019 IUP and photos taken on site shall be made part of the legal record;
6. The exterior storage of trucks, trailers, boats, campers, inoperable vehicles, lawn mowers, snow blowers and misc. junk and debris has a negative effect on the residential neighborhood and adjacent homes.

**MOTION BY:** Dale Ames

**SECOND BY:** Kelly Pearo

**ALL IN FAVOR:** 4

**OPPOSED:** 0

**ADOPTED** by the Planning & Zoning Commission of the City of Nowthen this 25<sup>th</sup> day of May 2021.

**CITY OF NOWTHEN**

By: \_\_\_\_\_  
Dale Ames, Commission Chair

Attest: \_\_\_\_\_  
Lori Streich, City Clerk





3601 Thurston Avenue  
Anoka, MN 55303  
763.231.5840  
TPC@PlanningCo.com

## MEMORANDUM

TO: Nowthen Mayor and City Council

FROM: Elizabeth Stockman

DATE: June 1, 2021

RE: Nowthen – MS4 Permit and Grading/Landscaping/Erosion Control Escrow

TPC FILE: 122.01 – 21.01

The City Council tabled discussion on this project at the May 11, 2021 meeting to allow numerous questions to be answered, summarized as follows, and additional information to be presented.

**New MS4 Permit.** The source of new requirements is the MPCA's new MS4 permit regulations, which have been summarized in Exhibit A. The City is the responsible party/enforcer.

**High and Low Priority Areas.** High priority areas shall be all commercial/industrial and non-residential projects and platted subdivisions. Low priority areas shall be all residential, single family, site developments.

**Escrow Versus MS4/Stormwater Fees.** The escrow amount for low priority areas/residential parcels shall be \$2,000/lot and shall be held in case the property owner/developer does not comply with the approved grading plan, does not establish ground cover or causes erosion on adjacent public or private property that is not appropriately addressed.

A fee of \$200 is suggested for MS4 inspections (2 anticipated, if no issues occur) to be paid as part of the building permit. One inspection occurs at the beginning of the project (by MNspect, covered as part of permit fees) and one may be conducted at the middle (at City staff discretion, after a heavy rainfall) and at the end (by TPC). Time will be logged under the building permit job number at the \$60/hour rate under 122.03. If the City receives a complaint or city staff notices any non-compliance with the five (5) basic parameters outlined in Exhibit B, extra inspections shall be required and the escrow may be reduced, if necessary, after depletion of the \$200. A stop work order shall be issued by the City/Building Official until erosion and stormwater issues are corrected.

Projects managed correctly and which proceed without issues will be refunded the full escrow amount.

Inspections for non-residential projects and platted areas shall be conducted as needed, as frequently as every 2-3 weeks, with time being deducted from the escrow amount at the private rate of \$110-120/hour (TPC or HAA).

**Detailed Inspection Checklist.** A detailed inspection checklist has been attached as Exhibit C and is utilized when problems have been noted on Low Priority Sites (residential) and for all High Priority Sites (non-residential sites and platted subdivisions).

**Classes Required.** The MS4 Permit requires staff training/classes through the U of MN Extension Service (Erosion and Stormwater Mgmt. Certificate).

**NPDES Agreement.** The NPDES agreement is signed and submitted with the escrow amount and authorizes the City to utilize the funds should compliance with approved grading plans not be attained or erosion problems are not corrected and the City needs to intervene.

**Ordinance Amendment.** The ordinance amendment has been updated and condensed to address only the establishment of the NPDES fee and escrow as well as clarification of the Certificate of Occupancy section. Changes to Section 11-4-20 (Permanent Stormwater Stds.) will wait until later this Fall when the City Engineer addresses other changes to the MS4 Permit requirements.

c. Lori Streich  
Shane Nelson

CITY OF NOWTHEN  
ANOKA COUNTY, MINNESOTA

ORDINANCE NO. 2021-02

AN ORDINANCE AMENDING SECTION 11-4-12 OF THE NOWTHEN CITY CODE REGARDING THE PROCEDURE FOR CERTIFICATES OF OCCUPANCY AND SECTIONS 1-2-2 and 11-4-20 ESTABLISHING A PROCEDURE AND SECURITY AMOUNT FOR GRADING, LANDSCAPING, AND EROSION CONTROL (NPDES) ESCROWS.

The City Council for the City of Nowthen hereby ordains:

**SECTION 1.** City Code Section 1-2-2, Fee Schedule, is hereby amended to add the following:

D. Development Fees & Inspections

11. Grading, Landscaping and Construction Escrow  
(Compliance with MPCA NPDES, National  
Pollutant Discharge Elimination System in  
compliance with City Code Section 9-4-5.F and  
G)

- |    |   |  |
|----|---|--|
| a. | <u>Single Family Uses (Low Priority Uses):</u><br><u>NPDES Inspection Fee</u>   | <u>\$ 200/lot</u>  |
|    | <u>NPDES Inspection/Compliance Escrow</u>   | <u>\$2,000/lot</u>   |
| b. | <u>NPDES Inspection Escrow for separate</u><br><u>grading permits or any other land</u><br><u>disturbing activities which, in whole or in</u><br><u>part, encompass 10,000 SF or more.</u>  | <u>\$ 200/project</u><br><u>\$1,000/project</u>                                    |
| c. | <u>All Other Uses (High Priority Uses):</u><br><u>NPDES Inspection Escrow for all new non-</u><br><u>residential principal or accessory</u><br><u>buildings, building additions, platted</u><br><u>subdivisions and all land disturbing</u><br><u>activities.</u> | <u>\$2,000/lot minimum or as</u><br><u>required by the City</u><br><u>Engineer</u> |

**SECTION 2.** City Code Section 11-4-12, is hereby amended to read as follows:

**11-4-12: CERTIFICATE OF OCCUPANCY:**

A. Required: A Certificate of Occupancy shall be obtained before:

1. ~~1.~~ Any building hereafter erected or structurally altered is occupied or used; ~~or,~~

2. The use of any existing building is altered or changed;
3. Buildings or structures are moved into the City.

B. Application and Issuance:

1. ~~4.~~ Application for a Certificate of Occupancy for a new building or for an existing building which ~~has been~~will be structurally altered shall be made to the Building Official as part of the application for a building permit.
2. ~~The certificate shall be issued~~Buildings or structures shall be classified as to occupancy status within ten (10) days ~~after following~~ the erection or alteration of such building or part thereof has been completed ~~in conformity with the provisions of this Chapter.~~and the property owner or contractor has requested a final inspection. ~~Buildings and structures may be classified in one of three ways:~~
  - a. Non-Occupiable: These are buildings or structures or portions thereof with incomplete life/safety and accessibility systems or which are not in compliance with applicable codes and ordinances. A Certificate of Occupancy shall not be issued for non-occupiable structures. The use of any structure for which a building permit is required shall be considered a violation of this Chapter unless a Certificate of Occupancy has been issued.
  - a.b. Occupiable in Part: These are buildings or structures with complete life/safety and accessibility systems which are in compliance with applicable codes and ordinances, but which may have some unfinished elements required by State Building Code. Pending the issuance of such a certificate, ~~t~~The Building Official may issue a Temporary Certificate of Occupancy for period not to exceed six (6) months during the completion ~~of the erection or alteration~~ of such building or structure. The temporary certificate shall not be construed as altering the respective rights, duties, or obligations of the owners or of the City relating to the use or occupancy of the premises or any other matter except under such restrictions and provisions as will adequately einsure the safety of the occupants.
  - c. Occupiable: These are buildings or structures which are issued a Certificate of Occupancy because they are complete and are in compliance with the codes and ordinances for which the occupancy has been applied. These structures may or may not have a specific tenant, but may be issued a Certificate of Occupancy based on the occupancy type indicated at the time of application.

- C. Content, Record, Fee: Every certificate of occupancy shall state that the building or the change of use of the building complies with all provisions of law and of this Chapter. A record of all certificates of occupancy shall be available for inspection by any person having a proprietary or tenancy interest in the building. There shall be no fee charged for a Certificate of Occupancy.

**SECTION 3.** This Ordinance shall be effective immediately upon its passage and publication.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_ 2021 by the City Council of the City of Nowthen.

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

ATTEST:

\_\_\_\_\_  
Lori Streich, City Clerk

## Nowthen New MS4 Permit Meeting Summary

March 25, 2021

The new MS4 permit application is due April 15<sup>th</sup>. The MPCA will put the application up for a 30-day public notice. Once the application is approved, the city will have 12 months to implement the new MS4 requirements.

### **A. MCM 1: Public Education and Outreach**

1. Will need to pick two topics to focus on for this new permit term. Last permit, Nowthen selected pet waste, yard waste, and construction activities. Examples of high-priority topics:
  - a. Specific TMDL reduction targets
  - b. Changing local business practices
  - c. Promoting adoption of residential BMPs
  - d. Lake improvements through lake associations
  - e. Household chemicals
  - f. Yard waste
  - g. Construction activities
  - h. Post-construction activities
  - i. Other
2. Webpage
  - a. Create a separate page for stormwater
    - i. We didn't talk about this, but including a counter for people who view the page would be helpful for reporting education numbers
3. Newsletter, once per year need an article on:
  - a. illicit discharge recognition and reporting
  - b. impacts of deicing salt use, methods to reduce deicing salt use, and proper storage of salt or other deicing materials
  - c. impacts of pet waste on receiving waters, proper management of pet waste, and any existing permittee regulatory mechanism(s) for pet waste
  - d. high priority topics
4. Person responsible for MCM 1?

### **B. MCM 2: Public Involvement**

1. One public involvement activity each year – twice a year cleanup event may apply
  - a. Examples: rain barrel distribution event, rain garden workshop, cleanup event, storm drain stenciling, volunteer water quality monitoring, adopt a storm drain program, household hazardous waste collection day
2. Person responsible for MCM 2?

### **C. MCM 3: Illicit Discharge Detection and Elimination**

1. Pet waste regulatory mechanism – already have one in place for parks
2. Salt storage regulatory mechanism

3. Illicit discharge training – video will be sent, all field staff need this training, documentation of who watches it, the department they are in (public works, police, etc.), and the date they watched the video
4. Person responsible for MCM 3?
  - a. Nowthen will determine who should take care of illicit discharge incidents
5. Documentation – reemphasize

**D. MCM 4: Construction Site Stormwater Runoff Control**

1. High and low priority areas – Hakanson will create map of these areas
2. Timeframe to investigate public concerns – will depend on severity of concern, the admin ordinance may already establish a timeframe
3. Written checklist – new requirements, will send an email
  - a. Inspector should have MN stormwater erosion control training, renewed every 3 years
  - b. NPDES permit required for lots disturbing greater than or equal to one acre
4. Person responsible for MCM 4?

**E. MCM 5: Post-construction Stormwater Management**

1. Documentation – reemphasize
2. Person responsible for MCM 5?

**F. MCM 6: Pollution/Prevention/Good Housekeeping**

1. Salt storage practices
2. Written snow and ice management policy – Nowthen will send copy to Hakanson for review
3. Winter maintenance training – make sure to document
4. Stormwater maintenance training – video will be sent, training should be for staff that deal with non-inspection side of MS4 or anyone who needs training on MS4 permit
5. Person responsible for MCM 6?

**G. TMDLs**

1. E. coli (Seelye Brook)
  - a. Written or mapped inventory of potential areas and sources of bacteria (Hakanson will complete)
  - b. Written plan to prioritize reduction activities of potential sources - (Hakanson will complete)
  - c. Nowthen will look into septic system compliance checks
    - i. MNSpect
    - ii. Compliance inspection before permit for addition
2. Total oxygen demand (Trott Brook)
  - a. Activities that reduce E. coli will also help reduce total oxygen demand
  - b. Potentially include increased street sweeping

**H. 2020 MS4 Report**

1. Similar questions to last year – will email

	are part of a larger common plan of development or sale, of the need to apply for and obtain coverage under the CSW Permit; and b. use of a written checklist, consistent with the requirements of the regulatory mechanism(s), to document the adequacy of each site plan required in item 19.5. [Minn. R. 7090]
19.7	The permittee must implement an inspection program that includes written procedures for conducting site inspections, to determine compliance with the permittee's regulatory mechanism(s). The inspection program must also meet the requirements in items 19.8 and 19.9. [Minn. R. 7090]
* 19.8	The permittee must maintain written procedures for identifying high-priority and low-priority sites for inspection. At a minimum, the written procedures must include: a. a detailed explanation describing how sites will be categorized as either high-priority or low-priority; b. a frequency at which the permittee will conduct inspections for high-priority sites; c. a frequency at which the permittee will conduct inspections for low-priority sites; and d. the name(s) of individual(s) or position title(s) responsible for conducting site inspections. [Minn. R. 7090]
* 19.9	The permittee must implement a written checklist to document each site inspection when determining compliance with the permittee's regulatory mechanism(s). At a minimum, the checklist must include the permittee's inspection findings on the following areas, as applicable to each site: a. stabilization of exposed soils (including stockpiles); b. stabilization of ditch and swale bottoms; c. sediment control BMPs on all downgradient perimeters of the project and upgradient of buffer zones; d. storm drain inlet protection; e. energy dissipation at pipe outlets; f. vehicle tracking BMPs; g. preservation of a 50 foot natural buffer or redundant sediment controls where stormwater flows to a surface water within 50 feet of disturbed soils; h. owner/operator of construction activity self-inspection records; i. containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds, and other construction materials); and j. BMPs maintained and functional. [Minn. R. 7090]
19.10	The permittee must implement written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee. [Minn. R. 7090]
19.11	The permittee must ensure that individuals receive training commensurate with their responsibilities as they relate to the permittee's Construction Site Stormwater Runoff Control program. Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement. The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training. [Minn. R. 7090]
19.12	The permittee must maintain written enforcement response procedures (ERPs) to compel compliance with the permittee's regulatory mechanism(s) in item 19.3. At a minimum, the written ERPs must include: a. a description of enforcement tools available to the permittee and guidelines for the use of each tool; and b. name or position title of responsible person(s) for conducting enforcement. [Minn. R. 7090]
19.13	For each site plan review conducted by the permittee, the permittee must document the following: a. project name; b. location; c. total acreage to be disturbed; d. owner and operator of the proposed construction activity; e. proof of notification to obtain coverage under the CSW Permit, as required in item 19.6, or proof of coverage under the CSW Permit; and f. any stormwater related comments and supporting completed checklist, as required in item 19.6, used by the permittee to determine project approval or denial. [Minn. R. 7090]



## Building Dept - Stormwater Construction Site Inspection Report

General Information	
Project Name	
Property Address	
Date of Inspection	
Inspector's Name(s)	
Describe present phase of construction	

**Overall Site Issues**

*Below are some general site issues that should be assessed during inspections. Customize this list as needed for conditions at your site.*

#	BMP/activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
1	Are all slopes and disturbed areas not actively being worked properly stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Are storm drain inlets properly protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	(ditches, culverts, wetlands, etc.)
4	Is the construction exit preventing sediment from being tracked into the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Is trash/litter from work areas collected and placed in covered dumpsters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Non-Compliance**

Describe any incidents of non-compliance not described above:

Inspectors Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

B

# Construction stormwater inspection checklist

## Construction Stormwater Program

Doc Type: Permitting Checklist

**Note: This inspection checklist is an option for small construction sites. Large construction sites and linear projects require more extensive/more location specific inspection requirements.** This inspection report does not address all aspects of the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Construction Stormwater Permit (Permit) issued on August 1, 2018. The completion of this checklist does not guarantee that all permit requirements are in compliance; it is the responsibility of the Permittee(s) to read and understand the permit requirements.

### Facility information

Site name: \_\_\_\_\_  
 Site address: \_\_\_\_\_ Permit number: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### Inspection information

Inspector name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Organization/Company name: \_\_\_\_\_  
 Date (mm/dd/yyyy): \_\_\_\_\_ Time: \_\_\_\_\_  am  pm  
 Is the inspector trained in sediment and erosion control and is it documented in the Stormwater Pollution Prevention Plan (SWPPP)?  
 Yes  No  
 Is this inspection routine or in response to a storm event:  7 day  Rain  
 Rainfall amount (if applicable): \_\_\_\_\_  
 Is site within one aerial mile of special or impaired water that can potentially receive discharge from the site?  Yes  No  
 If yes, follow Section 23 and other applicable permit requirements.

**Note:** If NA is selected at any time, specify **why** in the comment area for that section.

### Erosion prevention requirements (Section 8.1)

	Yes	No	NA
1. Are soils stabilized where no construction activity has occurred for 14 days (including stockpiles)? (7 days where applicable, or 24 hours during Minnesota Department of Natural Resources [DNR] Fish Spawning restrictions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the need to disturb steep slopes been minimized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If steep slopes are disturbed, are stabilization practices designed for steep slopes used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All ditches/swales stabilized 200' back from point of discharge or property edge within 24 hours? (Mulch, hydromulch, tackifier, or similar best management practices [BMPs] are not acceptable in ditches/swales if the slope is greater than 2%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do pipe outlets have energy dissipation (within 24 hours of connection)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is construction phasing being followed in accordance with the SWPPP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are areas not to be disturbed marked off (flags, signs, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

C

## Sediment control requirements (Section 9.1))

	Yes	No	NA
1. Are perimeter sediment controls installed properly on all down gradient perimeters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are appropriate BMPs installed protecting inlets, catch basins, and culvert inlets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a 50 foot natural buffer preserved around all surface waters during construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No, have redundant sediment controls been installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do all erodible stockpiles have perimeter control in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a temporary sediment basin on site, and is it built as required in Section 14 of the permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is soil compaction being minimized where not designed for compaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is topsoil being preserved unless infeasible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If chemical flocculants are used, is there a chemical flocculant plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Maintenance and inspections (Section 11)

	Yes	No	NA
1. Are all previously stabilized areas maintaining ground cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are perimeter controls maintained and functioning properly, sediment removed when one-half full?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are inlet protection devices maintained and adequately protecting inlets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the temporary sediment basins being maintained and functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are vehicle tracking BMPs at site exists in place and maintained and functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is all tracked sediment being removed within 24 hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have all surface waters, ditches, conveyances, and discharge points been inspected?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Were any discharges seen during this inspection (i.e., sediment, turbid water, or otherwise)?	<input type="checkbox"/>	<input type="checkbox"/>	

If yes, record the location of all points of discharge. Photograph and describe the discharge (size, color, odor, foam, oil sheen, time, etc.). Describe how the discharge will be addressed. Was the discharge a sediment delta? If yes, will the delta be recovered within seven days and in accordance with item 11.5 of the permit?

Comments:

## Pollution prevention (Section 12)

	Yes	No	NA
1. Are all construction materials that can leach pollutants under cover or protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are hazardous materials being properly stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are appropriate BMPs being used to prevent discharges associated with fueling and maintenance of equipment or vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all solid wastes being properly contained and disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a concrete/other material washout area on site and is it being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the concrete washout area marked with a sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are the concrete/other material washout areas properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Other

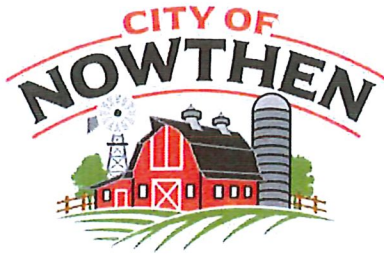
	Yes	No	NA
1. Is a copy of the SWPPP, inspection records, and training documentation located on the construction site, or can it be made available within 72 hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the SWPPP been followed and implemented on site, and amended as needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is any dewatering occurring on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what BMPs are being used to ensure that clean water is leaving the site and the discharge is not causing erosion or scour?			
4. Will a permanent stormwater management system be created for this project if required and in accordance with Section 15 of the permit (if adding an acre or more of new impervious surface)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe:			
5. If infiltration/filtration systems are being constructed, are they marked and protected from compaction and sedimentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Description of areas of non-compliance noted during the inspection, required corrective actions, and recommended date of completion of corrective actions:			
7. Proposed amendments to the SWPPP:			

8. Potential areas of future concern:

9. Additional comments:

**Disclosures:**

- After discovery, the permit requires many of the deficiencies that may be found on site be corrected within a specified period of time. See permit for more details.
- The Permittee(s) is/are responsible for the inspection and maintenance of temporary and permanent water quality management BMPs as well as erosion prevention and sediment control BMPs until another Permittee has obtained coverage under this Permit according to Section 3, or the project has met the termination conditions of the permit and a Notice of Termination has been submitted to the Minnesota Pollution Control Agency.



## GRADING & LANDSCAPING ESCROW

8188 199TH AVENUE NW, NOWTHEN, MN 55330

(763) 441-1347

RETURN TO: [PERMITS@NOWTHENMN.NET](mailto:PERMITS@NOWTHENMN.NET)

### APPLICATION

- All building permits for new single-family residential construction
- All grading permits, building additions, in-ground pools, accessory buildings larger than 3,200 SF or any other land disturbing activities which, in whole or in part, encompass 10,000 SF+
- All new construction and building additions for non-residential uses

Property Address: \_\_\_\_\_

PID or Legal Description \_\_\_\_\_

Amount Paid:  \$1,000  \$2,000  Other: \_\_\_\_\_ CC/Check#: \_\_\_\_\_

### TERMS

The City of Nowthen requires an NPDES escrow account be created for the purpose of protecting the land, water, air and other natural resources through effective compliance with the requirements of the approved permit plans and/or other measures as specified by City, County and/or State regulations. The escrow serves as performance security as required under Sections 9-4-3 and 11-4-20 of the Nowthen City Code for all land disturbing projects involving building, grading or landscaping for which compliance with the MPCA NPDES (National Pollutant Discharge Elimination System) is required.

- Any one of a number of City employees or consultants will regularly inspect the property to verify compliance with approved site, grading, drainage and erosion control plans and will notify the property owner or contractor when work fails to comply and when site corrections are needed.

### NPDES ESCROW AMOUNTS

- Escrow amounts will be in accordance with the City's fee schedule contained in Section 1-2-2 of the City Code or as otherwise determined by the City Engineer:
  - Single Family Uses: NPDES Inspection Escrow for new homes  
**\$2,000/lot**
  - NPDES Inspection Escrow for separate grading permits, building additions, in-ground pools, accessory buildings larger than 3,200 SF or any other land disturbing activities which, in whole or in part, disturb 10,000 SF or more.  
**\$1,000/project**
  - All Other Uses: NPDES Inspection Escrow for all new principal or accessory buildings, building additions and all land disturbing activities.  
**2,000/lot minimum or as required by the City Engineer**
- The NPDES Escrow can be waived for deck permits, above-ground pools, sheds smaller than 3,200 SF, or other projects with minimal land disturbance.

D

- A NPDES escrow is not required for ISTS (Individual Sewage Treatment System) permits.
- This escrow is for the implementation of the Erosion and Sediment Control (ESC), Grading and Landscaping requirements for individual lots and does not include any provisions for ornamental tree planting, screening or other site amenities as may be required by any Homeowner Associations, Developers Agreements, Anoka County or others.

**USE OF NPDES/GRADING/LANDSCAPING ESCROW ACCOUNT**

- The escrow account shall be billed to cover the costs incurred by the City that are directly related to the administration, site inspections and enforcement of the issued permit. Costs include, but are not limited to, staff time charged by City employees or hired consultants. If the initial escrow is determined to have insufficient funds to cover costs incurred by the City, the applicant shall pay, and will be responsible for any additional costs incurred by the City above and beyond the initial escrow amount.
- A statement of escrow account billings shall be made available upon written request. The City of Nowthen shall make every attempt to minimize applicant costs.
- The escrow account shall remain in effect until permanent site stabilization is achieved regardless of a transfer of property ownership, the issuance of a Certificate of Occupancy, or any other circumstances where site stabilization has been delayed.
- Upon request by the applicant and subsequent review and approval by the City or its designee, the remaining escrow balance shall be released when permanent site stabilization has been achieved by completing all soil disturbing activities and establishing a uniform perennial vegetation with a density of 70% on all exposed soils.
- The applicant must request the return of the escrow funds within one (1) year of final stabilization or from the date that construction activity ceases. If the applicant does not request the escrow funds within one (1) year the funds will be forfeited.
- Following written notice of its intent to do so, this agreement grants the City and its agents the right to enter upon the subject property and to construct such measures or do such other work as may be necessary to protect public health, safety or welfare and to prevent damages and/or to remedy any NPDES compliance violations. These actions may be taken by City personnel or the City may elect to hire an independent contractor to bring the property into compliance. All costs incurred, including re-inspections and legal actions, will be deducted from the NPDES escrow account.

**AGREEMENT**

I have read and understand the above statements and terms. I understand the City may use the escrow funds for site inspections, on-site or off-site clean-up and repair of damages and/or at its option to pursue legal actions to enforce all applicable regulations. I accept full responsibility to provide effective Erosion and Sediment Control measures and further agree the escrow shall not be deemed to create or assign any liability to the City for any failure, lack of installation or damages alleged to result from or be caused by lack of ESC measures or failure of ESC measures, or by erosion or sedimentation associated with the construction activity authorized by the permit.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant/Contractor: \_\_\_\_\_ Date: \_\_\_\_\_