



AGENDA
Nowthen City Council
July 13, 2021
@ 7:00 PM

1. **7:00 PM:** Consent Agenda:
 - a) Approve City Council Meeting Minutes of 05-11-2021
 - b) Financial Report: Approve Treasurer's Report, and Claims dated June 2, 2021 through July 6, 2021.
 - c) Quarterly Financial Report
 - d) RCA – Lakeside Cabinet use of Golf Carts & Temporary Road Closure – September 25, 2021
 - e) RCA – Replacement of refrigerator & tables in the Nowthen Memorial Park Pavilion
 - f) RCA – City Financial Newsletter
 - g) Engineer's Memo – Name Brand Storage
2. **7:15 PM:** Floor Items
3. **7:25 PM:** Sheriff's Report
4. **7:45 PM:** Fire Department
 - a) RCA Hiring of Firefighters
 - b) RCA Purchase of Tanker Truck
5. **8:00 PM:** Planning & Zoning
 - a) **Public Hearing:** CST Industrial Bldg (PID 24-33-25-12-0005): A Conditional Use Permit is being requested to allow exception to the building material requirements as outlined in Section 11-5-3.K of the City Code, per recommendation of the Planning and Zoning Commission on June 22, 2021.
 - b) CST Industrial Bldg (PID 24-33-25-12-0005): Interim Use Permit for Outdoor Storage
 - c) 199th Avenue Paving - Allied Blacktop Company Quote
 - d) Ordinance 2021-02: Grading, Landscaping & Erosion Control Escrow
 - e) Ordinance 2021-03: Interim Moratorium on Commercial Development (and Resolution)
 - f) Ordinance 2021-04: Accessory Building Clarifications
 - g) Zoning Application Fee Structure, Process Diagram and Checklists
6. **9:30 PM:** For the Good of the Council
7. **9:45 PM:** Adjourn

Nowthen City Council
May 11, 2021
MINUTES

6:15 pm Interview – Planning & Zoning Candidate

Members attended: Mayor Pilon, Councilmember Alders, Councilmember Blake, Councilmember Greenberg & Councilmember Rainville – via phone

Also in attendance: City Clerk, Streich

The final candidate was interviewed for the Planning & Zoning Commission.
Interview adjourned at 6:50 pm.

City Council 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: Anoka County Sheriff's Department, Commander Wayne Heath, Asst. Fire Chief, Joe Lawrence, City Planner, Liz Stockman, Auditor, Michael Pofahl and City Clerk, Lori Streich

Motion to approve tonight's amended agenda, adding Floor Items after the Financials, Sheriff's Report to follow. Rainville also adding the Farmer's Market RCA after the Recycle Center and add the shredding option to the Recycling Event and schedule a meeting for Council to schedule the selection of the P&Z Commission Members. Pilon adding to the Greater Good of the Council, LMC Annual Conference in June. Alders added that a date should be scheduled to review some of the discussions they have had with Planning & Zoning issues regarding the last couple lot splits. It's been postponed twice. Item D will be Cell Tower Discussion. Motion by Rainville, 2nd by Blake; all in favor, motion carried.

Consent Agenda

- Approve April 13, 2021 City Council Meeting Minutes
- Approve Treasurer's Report and Claims dated April 7, 2021 thru May 10, 2021.
- Resolution 2021-22 Authorizing the Acceptance of a Donation from the Elk River Youth Hockey Association to the City of Nowthen

Pilon asked about the Resolution on the Consent Agenda for the donation from the Elk River Hockey Association, a note stating that they would like to see the funds be used for the hockey rink improvements, if possible. He doesn't know what improvements would be needed for \$14,000. Typically charitable gambling is given to public safety.

Streich said that in discussions with staff regarding the Elk River Hockey Association's request for the funds to be used towards rink improvements, staff mentioned that surrounding the rink with concrete curbing was an idea that came up, which would help stabilize the boards, and contain the water inside the rink area making it easier for flooding.

Resolution 2021-22 to be pulled for separate voting.

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MOTION TO APPROVE CONSENT AGENDA AS AMENDED BY BLAKE; 2ND BY ALDERS; MOTION CARRIED.

MOTION TO ACCEPT RESOLUTION 2021-22 AUTHORIZING THE ACCEPTANCE OF A DONATION FROM THE ELK RIVER YOUTH HOCKEY ASSOCIATION TO THE CITY OF NOWTHEN WITH \$7,000 TO BE USED TOWARDS FIRE DEPARTMENT SCBA'S, \$7,000 TOWARDS RINK IMPROVEMENTS BY ALDERS, 2ND BY BLAKE; ALL IN FAVOR, MOTION CARRIED.

Financial

- a) 2020 Audit Report – Mike Pofahl

Auditor Pofahl explained the 2020 Audit Report as presented to council.
Council did not have any questions.

MOTION TO APPROVE THE 2020 AUDIT AS PRESENTED BY AUDITOR POFAHL BY GREENBERG, 2ND BY RAINVILLE; ALL IN FAVOR, MOTION CARRIED.

Sheriff's Report

Commander Heath stated that in April, there were 117 calls for service in the city of Nowthen. They have seen a slight decrease at the Bar-None Facility. In late April, the Department of Human Services issued their findings after an investigation at the Bar-None Facility. After their investigation, they found five determinations of maltreatment by neglect, and five determinations of failing to report the maltreatment to the Department of Human Services, as well as 30 different licensing violations. Bar-None has the ability to appeal the findings by the Department of Human Services.

They have been placed on a conditional license status for a period of two years. That started on April 21, 2021. They were also fined \$14,000.

Heath heard from Bar-None, and they will be reaching out to the Sheriff's Department to talk. He will ask that the city be included. Heath will provide a copy of the report to the council.

He will ask what the conditions are, how will it be monitored, what are the next phases if the findings are not addressed, and what is the best remedy for the city, fire department, or sheriff's office for reporting further issues, and bring the answers back to the council.

Heath also wanted to bring up that there was a news story on Kare 11 regarding the Sheriff's Department and that they served a search warrant with their swat team for the Minneapolis Police Department in the City of Coon Rapids. The background is that they served a high risk warrant in search of a suspect that was wanted in an armed robbery. The warrant was issued to the right house that the suspect had lived in but he had since moved out. What he wanted council to know is that there has been quite a bit of information in the media and some of it is inaccurate and/or false. Some of it was then relayed to other governmental entities in the City of Coon Rapids that their elected officials believed was completely true. They take their job very seriously and are always reviewing things that happened to see if they should change. But the biggest thing is that when something like this happens, to please reach out to Commander Heath and ask. He wants to make sure they have all of the accurate information needed to make decisions for the city and even if its just wanting to understand more about what they do as our law enforcement provider.

Fire Department

- a) RCA – SCBA Compressor & Fill Station

Assistant Fire Chief Lawrence explained that they went out for bid for the SCBA Compressor & Fill Station and received (2) quotes. There are not a lot of companies that sell this type of equipment. The lowest bid they received was \$33,427 plus \$1500 for electrical needs, which they may not need

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depending on where it is located in the station.

MOTION TO APPROVE THE PURCHASE OF THE SCBA COMPRESSOR AND FILL STATION THROUGH FIRE STATION USA IN THE AMOUNT OF \$33,427, WITH AN ADDITIONAL AMOUNT OF APPROXIMATELY \$1500 FOR ELECTRICAL SERVICE UPGRADES, FOR A TOTAL COST OF \$34,927, USING EXISTING FUNDS AND THE ELK RIVER HOCKEY ASSOCIATION DONATION, 2ND BY ALDERS; ALL IN FAVOR, MOTION CARRIED.

b) Inventory needs

Nothing at this time.

Planning & Zoning

a) 19745 Nowthen Blvd – FX Auto Repair-Conditional Use Permit

Planner Stockman explained the recommendations made by the planning committee.

Pilon asked if the car was going to be used as his sign. He doesn't feel that gives a great image on the main street. Pilon also asked if Rene Perkins has any ownership or is it still Dave Perkins company? If Rene is co-signing with Mr. Froelich, and Mr. Froelich is not an owner, just leasing space, an IUP or CUP on that property, it would be clarified who owns what.

Who's responsible for the paving behind the house and on the northwest corner there's a bunch of cars parked that are currently on gravel that would need to be paved. There is also a drainage pond that was supposed to be a pre-pond that got used for parking instead of drainage. What are all the vehicles parked out in front of the fence? - they seem to be there day and night.

Greenberg said that if FX Auto Repair wants to keep their car as their sign, is there a way they could do it like the neighboring business has theirs? Make it into a display with edging and trimming and maybe move it into a different area. If they really like the car and want to use that as their sign, put some requirements on it, like it has to be elevated, there has to be edging, it has to sit on rock similar to the neighbor.

Alders said that if that's what he likes, and that's his logo on the car, but agrees that it shouldn't look parked and abandoned. He likes Greenberg's idea that if that's what you want your logo to be, make it be your display and put a light on it.

Pilon said that there are four vehicles over there right now and one of them might be an older collector type vehicle, but the lights are off and the gates are shut, so the question is why would cars be continually out because that's one of the things with Perkins original CUP was everything would be behind the fence until the motorcycle thing came up and they said they could park behind the house for some of that.

Stockman said that the parking out front was shown as parking spaces on the original site plan, and it was what we call proof of parking so they can pave it at a later date if they need it. If you want for the condition, or at this point, more of a code enforcement item, with Mr. Perkins.

Pilon said that the property itself has to be in compliance. The drainage ponds and areas that if they are going to be used for parking had to be paved. FX Auto vehicles all have to be behind the fence. If the property owner needs to get it cleaned up so he can lease out, this is our opportunity to take it and get that done.

The other question Pilon asked is why would this be a conditional use on a secondary lease to a primary commercial operation.

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Stockman answered that it was about the auto sales itself. The re-use potential of a shop like that is common.

Rainville said that this is an issue that is obvious that the business is no longer there and they are looking to put another one in. She's also not comfortable with approving a CUP for a business, where that business does not own that property. Are we even clear as to who has ownership or legal authorities. Are there documents showing Rene Perkins special legal authority over that property, or are we accepting a signature from someone that we don't know has legal authority? She would like the attorney to advice whether it would be prudent to move forward.

Alders stated that the applicant is Rene Perkins, who is the owner.

Pilon said that Dave Perkins owns the business.

Stockman said that she was verbally told that Rene Perkins has the decision making power, but she does not have a legal document.

Rainville stated that she could tell you she's the Queen of England too. We are taking the word of a third party and don't know if the owner is in agreeance to this.

Blake asked if we do this to everyone that wants a CUP? Make sure that they are the owners? Why don't we trust this person? We aren't doing this to anyone else, and she would like it made clear to her why we are doing this to this individual.

Pilon said that the property is owned by Dave Perkins and just because Rene has authority to run the business, it doesn't mean he owns the business.

Alders asked if Mr. Froelich is the business owner, and the CUP is to his name, and he doesn't do the upgrades, whether he has an agreement with Dave or Rene or not, you take the CUP away. He's leasing a property. Alder's wife leases a building and she doesn't go to the building owner to decide what she's doing with their business.

Stockman said that is correct – it doesn't go into effect. They have had numerous situations where they've issued CUP's or IUP's to tenants. A tenant can rent or lease the whole building or a portion of the building. It's the use that they are looking at and authorizing. It is always required that the land owner or building owner sign the application. If council would like proof, she can get it. She trusted Rene's word, but would be glad to revisit that.

Stockman recommends that this be tabled until next month and she can get the paperwork needed, address the issues and try to get answers. Regarding the revocation of the CUP that Rainville talked of, she is well aware of that because there are multiple properties in the city where it's very obvious that businesses are no longer present, so we should give the Perkins family the same respect as the others. Rather than charging Perkins for a public hearing notice individually, you could add him in with a group of other businesses during that process.

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Alders commented that for the next meeting, the three actions that will occur are, they will clarify what the signage needs to look like, get information on the cars that are parked on the north side of the building, and understand from the city attorney whether Rene can sign off on this or does Dave needs to sign off on it.

The Secretary of State Website lists Rene Perkins as the Chief Executive Officer.

Blake stated that this they just had this big long discussion and Stockman is going to have to go back and ask all of these questions and have more hoops for them to go through, which is right, but let's remember this when people say that she is making it impossible for them to change things in the city. We have to realize that Council is sending her back with more things for them to do which might aggravate them and say how many hoops do I have to jump through before this can pass, but it's starting right here with us. A lot of what Stockman has to do is go back with things that Council is demanding be changed, checked or re-done. Stockman is taking the heat for it because they think its her making it impossible for them to do things.

With the knowledge that Rene Perkins is the Chief Executive Officer, Planner Stockman said that she would recommend just adding a couple conditions regarding that all of the cars in the front need to be licensed and operable and that an intentional sign is placed whether it be the car or a raised sign.

Rainville stated that she is still not comfortable with Rene Perkins signing off on this application without the proper proof that he has authority.

Pilon agrees that even if Rene is listed as the CEO, that may not give him authority to sign the application and they should consult legal. He might have the authority to run the property, but not to sign off on this.

Alders said that Rene is the CEO of the company, Alders signs off on items all the time for Caterpillar as the Facility Manager.

Stockman agreed, and also mentioned that the CEO of Volunteers of America is the one signing off on applications. Nobody is sure who owns Volunteers of America. Sometimes you will have multiple people own the property and only one or two with the authority to sign off on things.

Rainville told Alders that he can do whatever he wants to in his business environment, but government is different and as an elected official our job is to make sure that the city is protected.

Alders responded that he understands that, but Rene the CEO of the company, and we are dragging out a discussion for 40 minutes for a business that has been successfully running for two years and it can easily be voted on with the two conditions and move on vs. waiting another month.

MOTION BY GREENBERG TO TABLE THIS DISCUSSION, HAVE THE APPLICANT PROVIDE THE LEGAL DOCUMENTS THAT RAINVILLE IS ASKING FOR AND PROVIDE A PLAN FOR THE RUSTED CAR OUT FRONT, 2ND BY RAINVILLE; AYES – PILON, RAINVILLE & GREENBERG, NAYES – BLAKE & ALDERS, MOTION CARRIED.

b) Draft Ordinance Regarding Grading/Landscape Escrows

Stockman said that it would be nice to get some input on this from Council. It still needs to go back to Planning & Zoning, and then the Council will be looking at it again. It's basically establishing a grading,

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landscaping and construction escrow, so that when you have new residential structures or any new commercial or industrial uses or additions, an escrow is set so that the city can monitor the site related to erosion control and grading. It would be checked periodically throughout the construction process to assure there are no issues. The city has to adopt a new MS4 plan this year, and they are becoming increasingly picky in their details about what needs to be addressed, and we will likely need the City Engineer to assist with some of these erosion control type and grading inspections. Having this escrow available to pay for staff and to have an incentive, especially for the residential homes to get their seeded or sodded lawns in within a reasonable period of time. This will assure that they meet the requirements that were approved as part of the grading plan.

Blake asked if we have ever had this in the past.

Stockman answered that we have not had this in the past and that she's been checking sites before we issue a Certificate of Occupancy. This would take the place of that. This is partly a result of state requirements related to the MS4 requirements and the pollutant discharges. The city is responsible for these mandates.

Alders asked if this could simply be added to the building permit application.

Stockman said that there isn't any way of knowing how many inspections it will take and the building official doesn't want any part of that. The MPCA is requiring that anyone that does the inspections must be trained.

Stockman will try to provide some additional background information and she will talk to the engineer to get some numbers and bring back to Council.

c) Discussion of Architectural Design Guidelines for Commercial/Industrial Districts

Stockman stated that this topic will take longer than what the time allows tonight so this will get moved to another meeting.

d) Cell Town Discussion

The cell tower is located in between the Recycling Center and Fire Station. There's an easement that they want to go 25 feet wider and put a generator along the pathway, near the ball field. With the addition on the fire station, that will need to include a sidewalk to make it handicap accessible and there are questions that need to be answered, like where is the generator going to be, how often might it be running, and what kind of pad will it be on.

Stockman will get the information and this will be added to the meeting on Monday, May 24th after the road improvement public hearings.

7. Recycle Center

a) RCA – Recycling Center Employee

Clerk Streich explained that this position was discussed at the last meeting with the possibility of 20 hours per week, and she proposed the hours she thought would work best. She also received some suggestions from Council member Alders that would be good options. She is recommending an hourly rate of \$15.00/hour. Discussion continued regarding the hours for the Recycle Center.

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Streich will post this position with the hours as follows: Tuesdays & Thursdays, 11:00 am-7:00 pm and Saturdays, 8:00 am – 4:00 pm, at \$15.00/hour.

Greenberg suggested that the person be a minimum of 25 years of age.

Blake said that it may not be that easy to be picky with who they get because of the times we are facing right now and trying to find employees.

MOTION TO APPROVE AS MODIFIED RCA FOR A RECYCLING CENTER EMPLOYEE FOR THE TIMES NOTED WITH THE DISCUSSION FROM THIS COUNCIL BY ALDERS, 2ND BY BLAKE; ALL IN FAVOR, MOTION CARRIED.

8. Farmer's Market RCA

The idea was brought up a couple months ago by Council Member Blake to provide a stipend for the Market Coordinator, the Assistant Coordinator, and the Market Manager. Effective with the 2021 market season, the Market Coordinator be paid a \$500 stipend, and the Assistant Market Coordinator and Market Manager each be provided a \$250 stipend. City staff to add this to the 2022 budget discussions. The Farmer's Market is budgeted \$1600, but they bring in money based on the vendor booth fees.

Alders asked if the Market Coordinator should make more than the Planning & Zoning Team Members. They are only receiving \$20 / meeting.

Rainville believes these dollars are warranted. They spend 14 weeks at a minimum, on-site, and have additional responsibilities like market coordination, obtaining vendors, and advertising. They work almost year round.

Blake asked Alders if he would feel better if the dollar amount was reduced.

Alders answered that if it's a wash, it's fine, but perspective-wise, the Planning & Zoning, which we say are accountable for helping us with all of our ordinances, and if they have 12 meetings, they would make \$240, and there's usually a couple that are cancelled. If we are good with it, that's fine, but then we have to be able to defend it. Rainville has a good argument that if they work 14 Saturdays, and they are there for 7-8 hours, accountable for off-season, and making sure we have vendor relations and people showing up, and it does add value to the community. Outside looking in, the Market Coordinator makes double what we are saying is important from a planning job.

Blake said the she sees his point and we should be careful with that and maybe the Planning & Zoning Commission should make a little more money than \$20/meeting.

Rainville said that if they feel that it is unfair to the Planning & Zoning Members, someone should come forward with an RCA. She believes that the dollars being considered here are appropriate for the work that is done for those three market personnel.

Pilon said that it's not an apples to apples comparison.

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MOTION TO APPROVE THE FARMER'S MARKET RCA EFFECTIVE WITH THE 2021 MARKET SEASON, THE MARKET COORDINATOR BE PROVIDED A \$500 STIPEND, AND THE ASSISTANT MARKET COORDINATOR AND MARKET MANAGER BE PROVIDED \$250 STIPENDS AND CITY STAFF ADD THIS AMOUNT INTO THE UPCOMING 2022 FARMERS MARKET BUDGET DISCUSSION BY RAINVILLE, 2ND BY ALDERS; ALL IN FAVOR, MOTION CARRIED.

9. For the Greater Good of the Council

The Planning & Zoning Commission Member selection will be on Monday, May 24th after the Road Improvement Public Hearings.

The discussion with Planner Stockman, Council and staff will be rescheduled for Tuesday, June 15th @ 7:00 pm.

Motion to adjourn at 10:25 pm by Pilon; 2nd by Blake . Unanimous. Motion carried.

Respectfully Submitted,

Lori Streich, City Clerk/Treasurer

Jeff Pilon, Mayor

CITY OF NOWTHEN TREASURER'S REPORT						June 30, 2021
CASH:						<i>Submitted By: Lori Streich</i>
DATE	LOCATION	ACCT. TYPE		Interest Earned	BALANCE	
6/30/2021	Pine River State Bank	Checking Acct.		\$5.94		\$375,219.81
6/30/2021	Nowthen Economic Development Fund	PRSB Checking		NA		\$ 2,489.02
6/30/2021	Outstanding Deposit	Checking Acct.		NA		\$ 16,441.29
6/30/2021	PMA Financial Network	CD's		\$369.27		\$1,035,000.00
6/30/2021	4M, 4MP & GO Funds	Money Market Fund		\$3.11		\$409,597.40
						\$ 1,838,747.52
		YTD Outstanding Chks as of 06/30/2021				\$ 1,756.40
					Adjusted Bank Total	\$ 1,836,991.12
					Unreconciled	\$ (161.88)
		6/30/2021 SCHEDULE 1 Ending Balance				\$ 1,837,153.00

CITY OF NOWTHEN

07/07/21 3:32 PM

*Cash Balances

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Current Period June 2021

Fund	2021 Begin Balance	Receipts	Disbursements	Transfers			JE Payroll	Balance
				Rec/Disb	Journal Entries			
10100 Checking								
100 General Fund	\$661,050.57	\$245,991.49	\$661,443.42	\$0.00	\$17,371.54	(\$103,279.54)	\$159,690.64	In Bal
205 Farmers Market	\$0.00	\$0.00	\$1,270.00	\$0.00	\$0.00	\$0.00	(\$1,270.00)	In Bal
210 CARES Act Fund	\$85,265.54	\$200,000.00	\$66,928.00	\$0.00	(\$17,371.54)	\$0.00	\$200,966.00	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	\$276,125.27	\$0.00	\$0.00	\$0.00	(\$886,774.60)	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	\$17,073.61	\$8,398.35	\$0.00	\$0.00	(\$8,778.23)	\$27,515.08	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	\$526,258.57	\$1,238,014.59	\$0.00	\$0.00	(\$112,057.77)	\$1,837,153.00	

4M Fund Monthly Statement

City of Nowthen

Please Note:
 THE FUND WILL BE CLOSED JULY 5TH IN OBSERVANCE OF THE
 INDEPENDENCE DAY HOLIDAY

Activity Summary (35442-101) General

6/1/2021 - 6/30/2021

Investment Pool Summary	4M	4MP	LTD
Beginning Balance	\$22,865.89	\$86,759.13	\$200,100.01
Dividends	\$1.01	\$2.10	
Purchases	\$249,969.27	\$0.00	\$0.00
Redemptions	(\$150,000.00)	\$0.00	\$0.00
Ending Balance	\$122,836.17	\$86,761.23	\$199,959.99
Average Monthly Rate	0.010%	0.030%	
Share Price	\$1.000	\$1.000	\$9.997
Total	\$122,836.17	\$86,761.23	\$199,959.99
 Total Fixed Income			\$1,035,000.00
 Account Total			\$1,444,557.39

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

Your PMA Representative
 Laura Hamacher
 (612) 509-2563
 lhamacher@pmanetwork.com



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

4M Fund Monthly Statement

City of Nowthen

Transaction Activity (35442-101) General

4M 6/1/2021 - 6/30/2021

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
1812668	06/08/2021	06/08/2021	Fund Purchase from FRI Maturity, CD-285380-1 TEXAS CAPITAL BANK, TX	\$0.00	\$249,600.00	\$1.000	249,600.000
1812672	06/08/2021	06/08/2021	Fund Purchase from FRI Interest, CD-285380-1 TEXAS CAPITAL BANK, TX	\$0.00	\$369.27	\$1.000	369.270
10088653	06/14/2021	06/14/2021	Phone ACH Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
10092293	06/30/2021	06/30/2021	Dividend Reinvest	\$0.00	\$1.01	\$1.000	1.010
				(\$150,000.00)	\$249,970.28		99,970.280

Beginning Balance: \$22,865.89 | Ending Balance: \$122,836.17

4M Fund Monthly Statement

City of Nowthen

Transaction Activity (35442-101) General

4MP 6/1/2021 - 6/30/2021

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
10092365	06/30/2021	06/30/2021	Dividend Reinvest	\$0.00	\$2.10	\$1.000	2.100
				\$0.00	\$2.10		2.100

Beginning Balance: \$86,759.13 | Ending Balance: \$86,761.23

4M Fund Monthly Statement

City of Nowthen

Fixed Income Investments

Maturities 6/1/2021 - 6/30/2021

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par
CD	CD-285380-1	06/08/2021	09/11/2020	06/08/2021	CD-285380-1 TEXAS CAPITAL BANK, TX	\$249,600.00	0.200%	\$249,969.27
						\$249,600.00		\$249,969.27

4M Fund Monthly Statement

City of Nowthen

Fixed Income Investments

Interest 6/1/2021 - 6/30/2021

Type	Holding Id	Trade date	Description	Interest
CD	CD-285380-1	06/08/2021	CD-285380-1 TEXAS CAPITAL BANK, TX	\$369.27
				\$369.27

4M Fund Monthly Statement

City of Nowthen

Current Portfolio

6/30/2021

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
4M				06/30/2021		4M Account Balance	\$122,836.17	0.010%	\$1.000	\$122,836.17	\$122,836.17
4MP				06/30/2021		4MP Account Balance	\$86,761.23	0.030%	\$1.000	\$86,761.23	\$86,761.23
LTD				06/30/2021		LTD Account Balance			\$9.997		\$199,959.99
CD	N	286661-1	11/30/2020	11/30/2020	08/10/2021	286661-1 LANDMARK COMMUNITY BANK, TN	\$154,000.00	0.092%		\$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	0.150%		\$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	0.204%		\$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	0.150%		\$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	0.204%		\$245,502.54	\$245,000.00
							\$1,244,597.40			\$1,246,254.31	\$1,444,557.39

Time and Dollar Weighted Average Portfolio Yield: 0.181%

Weighted Average Portfolio Maturity: 159.49 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	8.503%	\$122,836.17	4M Account
4MP	6.006%	\$86,761.23	4MP Account
LTD	13.842%	\$199,959.99	LTD Account
CD	71.648%	\$1,035,000.00	Certificate of Deposit

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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".

Deposit Codes

N Single FEIN

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 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.

Monthly Activity Summary

6/1/2021 - 6/30/2021

Class	Account	Beginning Balance	Contributions	Interest	Checks Paid	Other Withdrawals	Month End Balance
4M	35442 - 101 General	\$22,865.89	\$249,969.27	\$1.01	\$0.00	(\$150,000.00)	\$122,836.17
4MP	35442 - 101 General	\$86,759.13	\$0.00	\$2.10	\$0.00	\$0.00	\$86,761.23
		\$109,625.02	\$249,969.27	\$3.11	\$0.00	(\$150,000.00)	\$209,597.40

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Payments

Current Period: June 2021

Payments Batch July14AP	\$180,191.64
Refer 2103196 Cintas Corporation	
Cash Payment E 100-43110-415 Rentals	Public Works
Invoice 4086567654 6/8/2021	\$29.38
Cash Payment E 100-42210-415 Rentals	Fire Department
Invoice 4087185307 6/15/2021	\$34.67
Cash Payment E 100-43110-415 Rentals	Public Works
Invoice 4087185373 6/15/2021	\$33.13
Cash Payment E 100-43110-415 Rentals	Public Works
Invoice 4087834802 6/22/2021	\$33.13
Cash Payment E 100-43110-415 Rentals	Public Works
Invoice 4088501022 6/29/2021	\$33.13
Cash Payment E 100-42210-415 Rentals	Fire Department
Invoice 4088501003 6/29/2021	\$34.67
Transaction Date 6/9/2021	Checking
	10100
	Total
	\$198.11
Refer 2103197 SEWER WORKS //	
Cash Payment E 100-43110-405 Repair/Maint-Contractual Holding Tank Pumped	\$250.00
Invoice 6/8/2021	
Transaction Date 6/9/2021	Checking
	10100
	Total
	\$250.00
Refer 2103204 Northern Salt Incorporated	
Cash Payment E 100-43110-224 Repair and Maintenance	Calcium Chloride 38% (28,205.50 @ 1.105 per gal)
	\$31,167.08
Invoice 22672 6/2/2021	
Transaction Date 6/14/2021	Checking
	10100
	Total
	\$31,167.08
Refer 2103205 Couri & Ruppe, P.L.L.P.	
Cash Payment E 100-41610-316 Civil Attorney	May Services
Invoice 6/7/2021	\$2,149.86
Cash Payment E 100-41610-316 Civil Attorney	June Services
Invoice 7/6/2021	\$4,175.00
Transaction Date 6/14/2021	Checking
	10100
	Total
	\$6,324.86
Refer 2103206 MNSPECT LLC	
Cash Payment E 100-42410-310 Professional Services	\$14,744.41
Invoice 8655 6/4/2021	
Transaction Date 6/14/2021	Checking
	10100
	Total
	\$14,744.41
Refer 2103207 The Retrofit Companies Inc.	
Cash Payment E 603-43220-441 Hauling	Bulb Recycling
Invoice 01123321-IN 6/10/2021	\$171.00
Transaction Date 6/14/2021	Checking
	10100
	Total
	\$171.00
Refer 2103208 League of Minnesota Cities	
Cash Payment E 100-41710-365 Insurance: Workman's C City Staff	\$10,370.00
Invoice 6/11/2021	
Cash Payment E 100-42210-365 Insurance: Workman's C Fire Department	\$11,798.00
Invoice	
Transaction Date 6/14/2021	Checking
	10100
	Total
	\$22,168.00
Refer 2103209 FleetPride	

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Payments

Current Period: June 2021

Cash Payment	E 100-43110-221 Repair and Maintenance	Wheel Lug Stud		\$44.40
Invoice 75636876	6/10/2021			
Cash Payment	E 100-43110-221 Repair and Maintenance	Single Cap Nut for Alum Wheel		\$139.62
Invoice 75720386	6/11/2021			
Transaction Date	6/14/2021	Checking	10100	Total \$184.02
Refer	2103210 Westside Wholesale Tire, Inc.	-		
Cash Payment	E 100-43110-222 Repair and Maintenance	Tires for Blue Truck & PUP Trailer		\$1,956.44
Invoice 883711	6/9/2021			
Transaction Date	6/14/2021	Checking	10100	Total \$1,956.44
Refer	2103211 NORTH METRO ANIMAL CARE & C	-		
Cash Payment	E 100-41710-317 Animal Control			\$310.25
Invoice 1062	6/11/2021			
Transaction Date	6/14/2021	Checking	10100	Total \$310.25
Refer	2103214 Bond Trust Services Corp	-		
Cash Payment	E 315-47315-611 Debt Service: Bond Inter	\$1,175,000 General Obligation Improvement Bonds, Series 2019A		\$16,125.00
Invoice 65354	6/15/2021			
Cash Payment	E 311-47311-611 Debt Service: Bond Inter	\$695,000 General Obligation Capital Improvement Plan Refunding Bonds, Series 2012A		\$850.00
Invoice				
Transaction Date	6/15/2021	Checking	10100	Total \$16,975.00
Refer	2103215 A&B Welding & Construction Inc	-		
Cash Payment	E 100-45202-404 Repairs and Maintenance	Boilermaker Foreman Straight Time, Service Truck		\$282.00
Invoice 43749	6/9/2021			
Transaction Date	6/15/2021	Checking	10100	Total \$282.00
Refer	2103216 Embedded Systems, Inc.	-		
Cash Payment	E 100-41710-310 Professional Services	6 Month Siren Maintenance Fee		\$276.75
Invoice 344201	6/1/2021			
Transaction Date	6/15/2021	Checking	10100	Total \$276.75
Refer	2103217 ALAN GREENWALDT	-		
Cash Payment	E 100-41810-437 Refunds	Escrow Balance from Minor Subdivision, 8301 181st Ave NW		\$210.60
Invoice	6/15/2021			
Transaction Date	6/15/2021	Checking	10100	Total \$210.60
Refer	2103218 Finken Water Centers	-		
Cash Payment	E 100-41710-415 Rentals	Customer #4411347		\$24.60
Invoice 51980TK	6/8/2021			
Cash Payment	E 100-41710-415 Rentals	Customer #4411347		\$13.50
Invoice 1265803	7/1/2021			
Cash Payment	E 100-42210-415 Rentals	Customer #0000347		\$10.71
Invoice 1265804	7/1/2021			
Transaction Date	6/15/2021	Checking	10100	Total \$48.81
Refer	2103219 RBs Computer Service	-		
Cash Payment	E 100-41710-433 Miscellaneous: Dues and Monthly Computer Maintenance			\$1,099.25
Invoice 38690	6/15/2021			

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Payments

Current Period: June 2021

Transaction Date		Checking	10100	Total	\$1,099.25
Refer	2103220 WALTERS RECYCLING AND REFU	-			
Cash Payment	E 603-43220-384 Utility Services: Refuse	Customer ID 093798			\$316.15
Invoice	5422692 6/10/2021				
Transaction Date	6/17/2021	Checking	10100	Total	\$316.15
Refer	2103221 Nowthen Plumbing	-			
Cash Payment	E 410-41710-405 Repair/Maint-Contractual	Mens Lav Faucet at Twin Lakes Park Bldg			\$414.00
Invoice	2020-4652 6/15/2021				
Transaction Date	6/17/2021	Checking	10100	Total	\$414.00
Refer	2103222 Anoka County - Property Record	-			
Cash Payment	E 100-41710-375 Property Taxes	2021 Property Tax, Parcel ID 20-33-25-44-0013 (Nowthen Memorial Park)			\$5.53
Invoice	6/16/2021				
Transaction Date	6/22/2021	Checking	10100	Total	\$5.53
Refer	2103223 EHLERS	-			
Cash Payment	E 100-41710-310 Professional Services	2021 Continuing Disclosure Reporting			\$750.00
Invoice	87254 6/16/2021				
Transaction Date	6/22/2021	Checking	10100	Total	\$750.00
Refer	2103224 ELK RIVER COMPOSTING, INC.	-			
Cash Payment	E 100-45202-440 Gravel, Rock, Etc.	Ticket #747 (Twin Lakes Park) & Ticket #749 (Park)			\$585.00
Invoice	610 6/15/2021				
Transaction Date	6/22/2021	Checking	10100	Total	\$585.00
Refer	2103225 Lano Equipment, Inc.	-			
Cash Payment	E 100-43110-415 Rentals	Toro Batwing-Hydraulic Leak			\$746.88
Invoice	02-840207 6/17/2021				
Transaction Date	6/22/2021	Checking	10100	Total	\$746.88
Refer	2103226 Commercial Asphalt Co.	-			
Cash Payment	E 100-43110-440 Gravel, Rock, Etc.	Account# NO004, Office Ref 3470			\$30.98
Invoice	210615 6/15/2021				
Transaction Date	6/22/2021	Checking	10100	Total	\$30.98
Refer	2103227 Century Link	-			
Cash Payment	E 100-41710-321 Communications: Teleph	Account #763-274-2312 639			\$618.55
Invoice	6/13/2021				
Cash Payment	E 100-41710-321 Communications: Teleph	Account #763-441-2472 761			\$191.61
Invoice	6/22/2021				
Transaction Date	6/22/2021	Checking	10100	Total	\$810.16
Refer	2103229 Connexus Energy	-			
Cash Payment	E 603-43220-381 Utility Services: Electric	Acct 394042-303167 Recycle Street Light			\$3.63
Invoice					
Cash Payment	E 100-42210-381 Utility Services: Electric	Acct 394042-303167 Fire Street Light			\$3.62
Invoice					
Cash Payment	E 100-45210-381 Utility Services: Electric	Acct 394042-178679 Twin Lakes			\$45.66
Invoice					
Cash Payment	E 100-41710-381 Utility Services: Electric	Acct 394042-179210 City Hall			\$132.22
Invoice					

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Payments**Current Period: June 2021**

Cash Payment	E 100-42210-381 Utility Services: Electric	Acct 394042-239560 Fire Hall	\$308.67
Invoice			
Cash Payment	E 100-41710-381 Utility Services: Electric	Acct 394042-240364 Salt Barn	\$21.02
Invoice			
Cash Payment	E 603-43220-381 Utility Services: Electric	Acct 394042-254434 Recycle Center	\$28.90
Invoice			
Cash Payment	E 100-41710-381 Utility Services: Electric	Acct 394042-294586 Shop & Office	\$359.42
Invoice			
Cash Payment	E 100-42210-381 Utility Services: Electric	Acct 394042-311409 Ice Rinks	\$14.50
Invoice			
Transaction Date	6/28/2021	Checking	10100
			Total
			\$917.64
Refer	2103230 WCEC INC	-	
Cash Payment	E 100-42210-491 Misc	Disposal, flat rate for Drum w/contaminated soil, water, sorbents	\$250.00
Invoice 92933	6/23/2021		
Transaction Date	6/28/2021	Checking	10100
			Total
			\$250.00
Refer	2103231 US Bank Equipment Finance	-	
Cash Payment	E 100-41710-405 Repair/Maint-Contractual	Ricoh Lease - Equip ID 127157	\$311.00
Invoice 446207078	6/15/2021		
Transaction Date	6/28/2021	Checking	10100
			Total
			\$311.00
Refer	2103232 Metro Sales	-	
Cash Payment	E 100-41710-405 Repair/Maint-Contractual	Copies Contract	\$933.34
Invoice 1838805	6/21/2021		
Transaction Date	6/28/2021	Checking	10100
			Total
			\$933.34
Refer	2103233 Barthold, Inc.	-	
Cash Payment	E 603-43220-441 Hauling	Roll Off: May 2021 Services	\$330.00
Invoice 111065	6/10/2021		
Transaction Date	6/28/2021	Checking	10100
			Total
			\$330.00
Refer	2103234 Banyon Data Systems, Inc	-	
Cash Payment	E 100-41550-302 Professional Services: A	Fund Invoice Bill Support, Fund Support, Payroll Support	\$1,885.00
Invoice 00161807	7/1/2021		
Transaction Date	6/28/2021	Checking	10100
			Total
			\$1,885.00
Refer	2103235 Suburban Toners Plus	-	
Cash Payment	E 100-41420-201 Office Supplies: Accesso	Custom Name Plates	\$107.52
Invoice 938389	6/7/2021		
Transaction Date	6/29/2021	Checking	10100
			Total
			\$107.52
Refer	2103236 CenterPoint Energy	-	
Cash Payment	E 100-42210-383 Utility Services: Gas Utilit	Fire Station 7618235-1	\$45.54
Invoice			
Cash Payment	E 100-42210-383 Utility Services: Gas Utilit	MN Interim Refund 7618235	-\$37.86
Invoice			
Cash Payment	E 100-41710-383 Utility Services: Gas Utilit	City Hall 7627764-9	\$40.98
Invoice			
Cash Payment	E 100-41710-383 Utility Services: Gas Utilit	MN Interim Refund 7627764	-\$28.13
Invoice			

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Payments

Current Period: June 2021

Cash Payment	E 100-41710-383 Utility Services: Gas Utilit Public Wks	7632820-2		\$85.52
Invoice				
Cash Payment	E 100-41710-383 Utility Services: Gas Utilit MN Interim Refund	7632820		-\$72.45
Invoice				
Transaction Date	6/29/2021	Checking	10100	Total \$33.60
Refer	2103237 JIMMYS JOHNNYS	-		
Cash Payment	E 603-43220-415 Rentals	Recycle Center		\$69.00
Invoice	184710	6/24/2021		
Transaction Date	6/29/2021	Checking	10100	Total \$69.00
Refer	2103238 Hakanson Anderson Associates,	-		
Cash Payment	E 100-41910-303 Professional Services: E	Breyens Bend		\$2,176.34
Invoice	46233	6/28/2021		
Cash Payment	E 100-41910-303 Professional Services: E	Toft First Addition		\$2,923.45
Invoice	46234	6/28/2021		
Cash Payment	E 100-41910-303 Professional Services: E	2021 Misc Site Review for City		\$1,121.00
Invoice	46235	6/28/2021		
Cash Payment	E 417-41910-303 Professional Services: E	Ebony & Garnet Street		\$1,221.25
Invoice	46236	6/28/2021	Project 2021	
Cash Payment	E 417-41910-303 Professional Services: E	Rogers Lake Area Improvement Project		\$1,051.75
Invoice	46237	6/28/2021	Project 2021	
Cash Payment	E 100-41910-303 Professional Services: E	SWPPP for City 2021		\$169.50
Invoice	46238	6/28/2021		
Cash Payment	E 100-41910-303 Professional Services: E	General Engineering for City		\$310.75
Invoice	46239	6/28/2021		
Transaction Date	6/29/2021	Checking	10100	Total \$8,974.04
Refer	2103239 Beaudry Oil & Services, Inc.	-		
Cash Payment	E 100-43110-212 Operating Supplies: Mot	Diesel Fuel		\$3,998.04
Invoice	1844912	6/28/2021		
Transaction Date	6/29/2021	Checking	10100	Total \$3,998.04
Refer	2103240 GATR of Sauk Rapids Inc	-		
Cash Payment	E 100-43110-221 Repair and Maintenance	Brake Kit		\$40.47
Invoice	05P550964	6/30/2021		
Cash Payment	E 100-43110-221 Repair and Maintenance	Brake Drum		\$202.92
Invoice	05P550970	6/30/2021		
Transaction Date	7/1/2021	Checking	10100	Total \$243.39
Refer	2103242 KEVIN WESTERLUND	-		
Cash Payment	R 100-34109 Planner Zoning Review	Variance Escrow Refund		\$76.00
Invoice				
Transaction Date	7/1/2021	Checking	10100	Total \$76.00
Refer	2103243 JOHN SCHELLER	-		
Cash Payment	R 100-34109 Planner Zoning Review	IUP - Escrow Reimbursement		\$64.00
Invoice				
Transaction Date	7/1/2021	Checking	10100	Total \$64.00
Refer	2103244 Plasted Companies Inc.	-		
Cash Payment	E 100-43110-440 Gravel, Rock, Etc.			\$11,281.50
Invoice	44824	6/30/2021		

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Payments

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Current Period: June 2021

Transaction Date		Checking	10100	Total	\$11,281.50
Refer	2103245 <i>City of St. Francis</i>	-			
Cash Payment	E 100-42210-305 Professional Services Fir	2nd Half 2021 Fire Service Contract			\$37,534.50
Invoice	2021-23	7/1/2021			
Transaction Date		Checking	10100	Total	\$37,534.50
Refer	2103248 <i>Cardmember Service</i>	-			
Cash Payment	E 603-43220-441 Hauling	Shred-It			\$538.20
Invoice					
Cash Payment	E 100-41420-433 Miscellaneous: Dues and	Stamps.com			\$17.99
Invoice					
Transaction Date		Checking	10100	Total	\$556.19
Refer	2103249 <i>JEFFERSON FIRE & SAFETY</i>	-			
Cash Payment	E 100-42210-221 Repair and Maintenance				\$1,886.29
Invoice	IN130790	6/29/2021			
Transaction Date		Checking	10100	Total	\$1,886.29
Refer	2103250 <i>Blaine Lock & Safe, Inc.</i>	-			
Cash Payment	E 603-43220-405 Repair/Maint-Contractual	Recycle Center			\$175.00
Invoice	25627	6/28/2021			
Cash Payment	E 100-45210-221 Repair and Maintenance	Parks			\$800.00
Invoice	25626	6/28/2021			
Transaction Date		Checking	10100	Total	\$975.00
Refer	2103252 <i>The Planning Company LLC</i>	-			
Cash Payment	E 100-41810-310 Professional Services	Comp Plan & Ordinance Amend			\$9,004.16
Invoice					
Transaction Date		Checking	10100	Total	\$9,004.16
Refer	2103253 <i>NAPA Auto Parts</i>	-			
Cash Payment	E 100-43110-221 Repair and Maintenance	Trucks			\$64.44
Invoice	115187	6/8/2021			
Cash Payment	E 100-43110-221 Repair and Maintenance	Red Tandem Truck			\$445.64
Invoice	118914	7/1/2021			
Transaction Date		Checking	10100	Total	\$510.08
Refer	2103254 <i>FIRSTNET</i>	-			
Cash Payment	E 100-42210-321 Communications: Teleph	Account #287306169645			\$38.23
Invoice	X07032021	6/25/2021			
Transaction Date		Checking	10100	Total	\$38.23
Refer	2103255 <i>Wright-Hennepin Cooperative El</i>	-			
Cash Payment	E 100-41710-321 Communications: Teleph	Security Acct #150-1681-6611			\$80.35
Invoice					
Transaction Date		Checking	10100	Total	\$80.35
Refer	2103256 <i>Menards</i>	-			
Cash Payment	E 100-41710-201 Office Supplies: Accesso	Account #31250257			\$38.49
Invoice	34056	6/28/2021			
Cash Payment	E 100-45210-218 Operating Supplies: Par	Account #31250257			\$67.28
Invoice	34056	6/28/2021			
Cash Payment	E 100-43110-215 Operating Supplies: Sho	Account #31250257			\$1.72
Invoice	34056	6/28/2021			

CITY OF NOWTHEN
Payments

07/07/21 3:30 PM
Page 7

Current Period: June 2021

Transaction Date	7/7/2021	Checking	10100	Total	\$107.49
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Fund Summary

	10100 Checking
100 General Fund	\$158,897.76
311 2012A Refunding Bond DS	\$850.00
315 2019A Improvement	\$16,125.00
410 Building Capital Improvement	\$414.00
417 2020 Road Improvements	\$2,273.00
603 Recycling Center	\$1,631.88
	<hr/>
	\$180,191.64

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$180,191.64
Total	\$180,191.64

Memorandum

Date: 7/8/21
To: Mayor, Councilmembers and City Clerk/Treasurer
From: Lori Yager – RTY Consulting
RE: June 2021 Financial Report

Attached are financial reports for the period ending June 30, 2021 along with some comparative information. After **brief** analysis, some general comments can be made regarding the quarterly reports for the City.

GENERAL FUND REVENUES

General fund receipts are up compared to the same time last year. All revenues reflect considerable increases over last year except intergovernmental revenues and interest earnings. Intergovernmental revenue changes are most likely a timing issue whereas interest earnings decreases are a result of current economics.

GENERAL FUND DISBURSEMENTS

General fund operating expenditures are currently up about 10% or \$62,000 over last year. All departments are at targeted budgets or less, except Farmers Market which has most all of its activity early on in the year. Total General fund expenditures are at only 40% of budget currently. Fire contract expenditures have increased over last year at this time as a result of completing the Ramsey contract and initiating the new contract with St. Francis. During the first half of every year the city consistently uses fund balance for operations. This is the normal for most cities of this size as the property tax distribution is not until July.

OTHER GOVERNMENTAL FUNDS

The City is currently using reserves in all governmental funds except Park Acquisition, Capital Improvement and Equipment Replacement Funds.

RECYCLING FUNDS

The City Recycling funds reflect operating losses in the first half which is consistent when compared to previous years. Expenditures are down compared to previous years. In 2020 the city installed some camera's which was a one time expense.

Total cash and investments are down (\$265,000) compared to June 30, 2020. The city completed the 2020 road improvement projects with an intention to reimburse itself for those expenditures in 2021 through a bond issuance. Overall the City of Nowthen continues to reflect financial stability through its' operations.

CITY OF NOWTHEN

2021 FINANCIAL REPORT - JUNE

GENERAL FUND

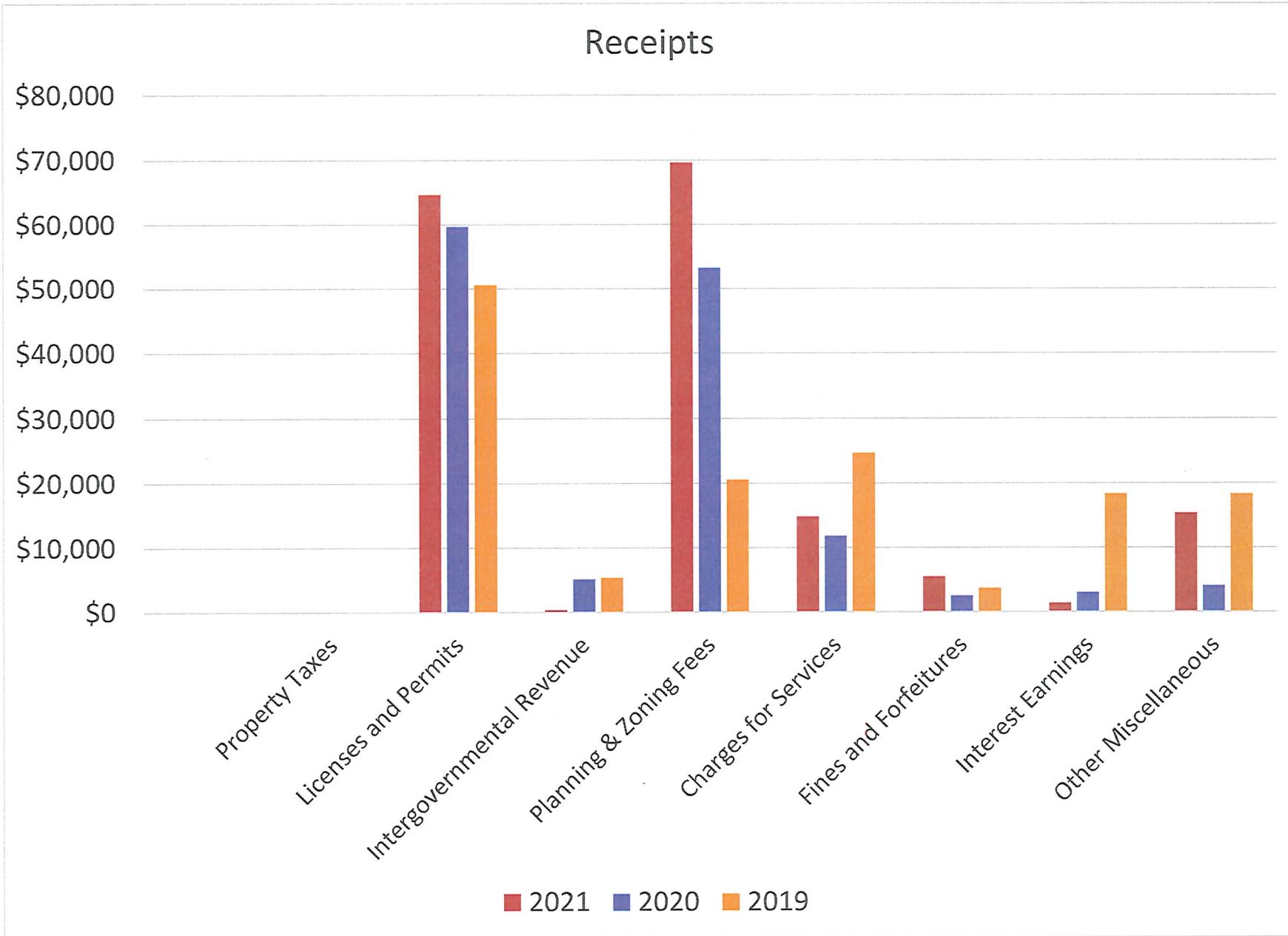
Year To Date 6 Months 50% of Year

<u>Receipts</u>	<u>2021 Budget</u>	<u>Year to Date</u>	<u>Percentage Received/ Expended 2021</u>
Property Taxes	\$ 1,471,635	\$ 0	0.00%
Licenses and Permits	101,605	64,635	63.61%
Intergovernmental Revenue	77,105	294	0.38%
Planning & Zoning Fees	76,500	69,644	91.04%
Charges for Services	24,795	14,816	59.75%
Fines and Forfeitures	8,800	5,506	62.57%
Interest Earnings	5,200	1,334	25.65%
Other Miscellaneous	9,500	15,337	161.44%
Total	\$ 1,775,140	\$ 171,566	9.66%
 <u>Disbursements</u>			
Mayor/Council	\$ 31,570	\$ 14,774	46.80%
City Clerk/Finance	270,730	106,876	39.48%
Elections	0	926	
Accounting/Assessing	48,250	20,539	42.57%
Legal	67,000	35,319	52.71%
General Govt Building	97,350	51,032	52.42%
Planning & Zoning	74,700	33,152	44.38%
Engineering	35,000	17,497	49.99%
Police	259,695	129,848	50.00%
Fire	308,955	92,016	29.78%
Building Inspection	98,075	31,366	31.98%
Public Works	408,295	130,724	32.02%
Farmer's Market	1,500	1,270	84.67%
Park Maintenance	38,175	11,976	31.37%
Upper Rum River Watershed	9,770	4,884	49.99%
Unallocated	15,000	0	0.00%
Total	\$ 1,764,065	\$ 682,199	38.67%
Net Transfers	<u>106,500</u>	<u>0</u>	<u>0.00%</u>
 <u>Sources (Uses) of Fund Balance</u>			
	<u>(\$95,425)</u>	<u>(\$510,633)</u>	<u>535.11%</u>

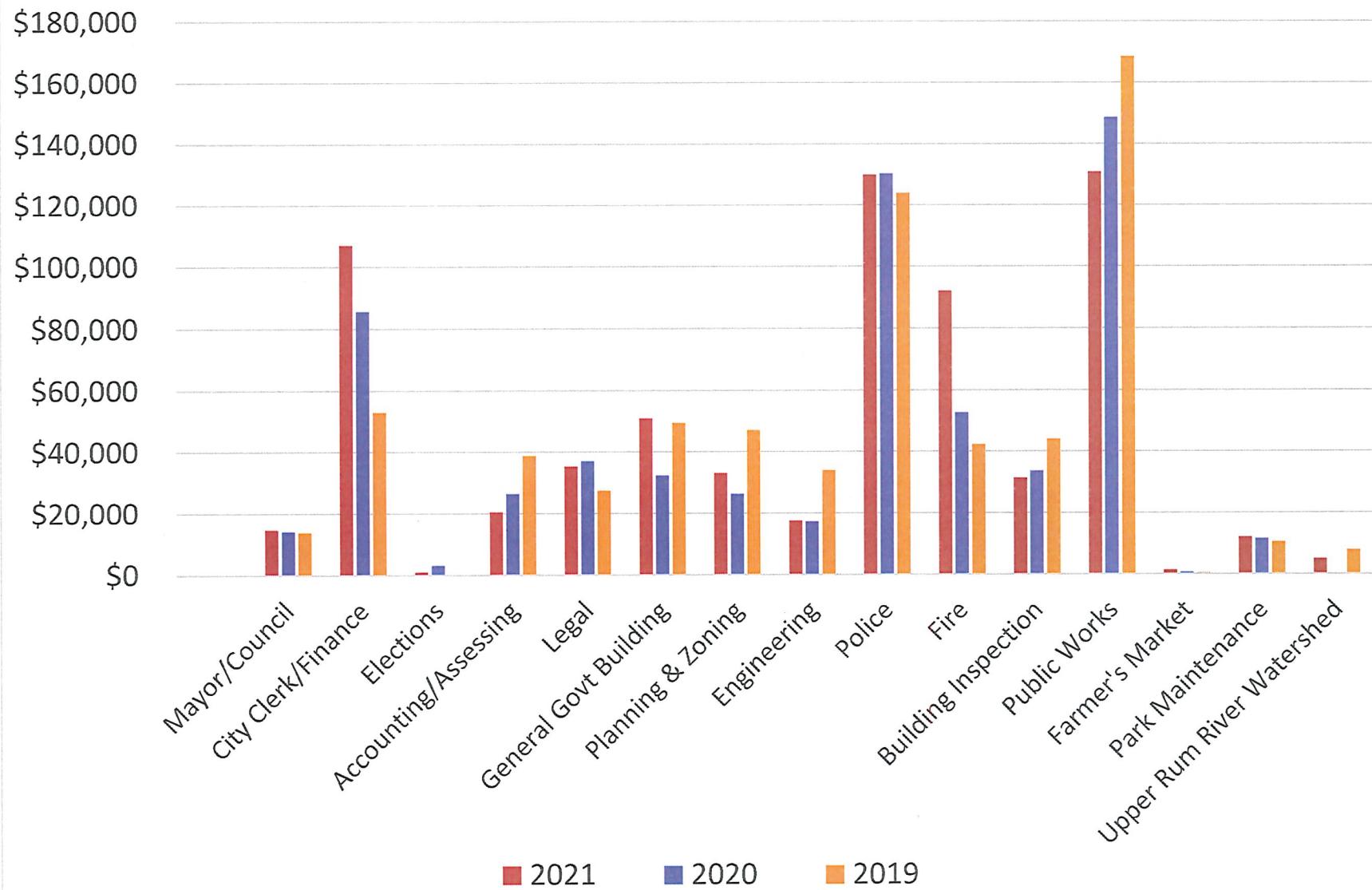
CITY OF NOWTHEN
FOUR YEAR COMPARATIVE FINANCIAL REPORT
FOR THE PERIOD ENDING JUNE 30, 20XX

GENERAL FUND

Receipts	2021	2020	2019
Property Taxes	\$0	\$0	\$0
Licenses and Permits	64,635	59,697	50,559
Intergovernmental Revenue	294	5,106	5,365
Planning & Zoning Fees	69,644	53,214	20,550
Charges for Services	14,816	11,842	24,637
Fines and Forfeitures	5,506	2,509	3,676
Interest Earnings	1,334	3,004	18,286
Other Miscellaneous	<u>15,337</u>	<u>4,011</u>	<u>18,242</u>
 Total	 \$171,566	 \$139,383	 \$141,315
 Disbursements			
Mayor/Council	14,774	\$14,232	\$13,835
City Clerk/Finance	106,876	85,686	52,992
Elections	926	3,077	0
Accounting/Assessing	20,539	26,479	38,835
Legal	35,319	37,058	27,479
General Govt Building	51,032	32,306	49,528
Planning & Zoning	33,152	26,463	47,096
Engineering	17,497	17,331	33,948
Police	129,848	130,252	123,825
Fire	92,016	52,777	42,288
Building Inspection	31,366	33,639	44,006
Public Works	130,724	148,598	168,462
Farmer's Market	1,270	480	320
Park Maintenance	11,976	11,508	10,469
Upper Rum River Watershed	4,884	0	7,763
Unallocated	<u>15,000</u>	<u>15,000</u>	<u>0</u>
 Total	 \$682,199	 \$619,886	 \$660,846
 Transfers Out	 0	 76,141	 126,209
 Sources (Uses) of Fund Balance	 (\$510,633)	 (\$556,644)	 (\$645,740)



Disbursements by Department



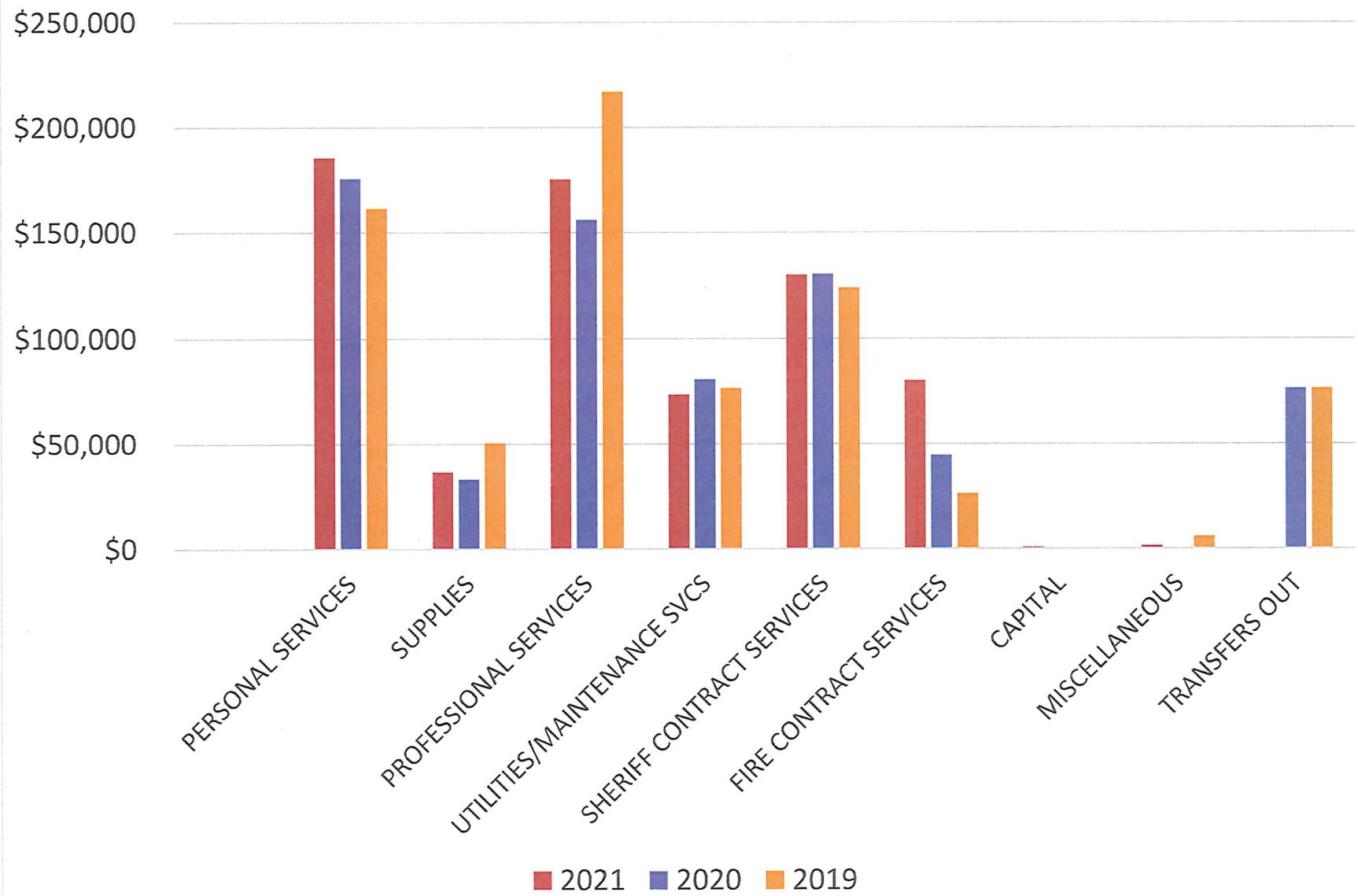
CITY OF NOWTHEN

**FOUR YEAR COMPARATIVE FINANCIAL REPORT
FOR THE PERIOD ENDING JUNE 30, 20XX**

GENERAL FUND

Receipts	2021	2020	2019
Property Taxes	\$0	\$0	\$0
Licenses and Permits	64,635	\$59,697	\$50,559
Intergovernmental Revenue	294	\$5,106	\$5,365
Planning & Zoning Fees	69,644	\$53,214	\$20,550
Charges for Services	14,816	\$11,842	\$24,637
Fines and Forfeitures	5,506	\$2,509	\$3,676
Interest Earnings	1,334	\$3,004	\$18,286
Other Miscellaneous	<u>15,337</u>	<u>\$4,011</u>	<u>\$18,242</u>
Total	\$171,566	\$139,383	\$141,315
Disbursements			
PERSONAL SERVICES	\$185,451	\$175,564	\$161,303
SUPPLIES	36,640	33,136	50,371
PROFESSIONAL SERVICES	175,173	155,897	216,917
UTILITIES/MAINTENANCE SVCS	73,354	80,434	76,393
SHERIFF CONTRACT SERVICES	129,848	130,252	123,825
FIRE CONTRACT SERVICES	79,847	44,603	26,313
CAPITAL	616	0	0
MISCELLANEOUS	1,270	0	5,724
TRANSFERS OUT	<u>0</u>	<u>76,141</u>	<u>76,141</u>
Total	\$682,199	\$696,027	\$736,987
Sources of Fund Balance	(\$510,633)	(\$556,644)	(\$595,672)

Disbursements by Category



CITY OF NOWTHEN
2021 FINANCIAL REPORT - JUNE
STATUS OF CASH BALANCES

<u>Fund</u>		<u>Beginning Balance 1/1/2021</u>		<u>Balance 6/30/2021</u>		<u>Dollar Difference</u>		<u>Balance 6/30/2020</u>
General Fund	\$	634,705	\$	142,218	\$	(492,487)	\$	188,336
Park Capital Fund		216,104		255,935		39,831		217,985
Road & Bridge Improvement Fund		1,317,805		401,057		(916,748)		1,227,019
Debt Service funds		364,563		309,211		(55,352)		247,974
Capital Improvement Funds		78,648		175,806		97,158		37,372
Equipment Funds		206,585		257,107		50,522		194,656

CASH AND INVESTMENTS - ALL FUNDS

	<u>6/30/2020</u>	<u>6/30/2021</u>
Total City Cash & Investments	\$ 2,102,930	\$ 1,837,853

\$ (265,077)

Debt is paid in February & August, levy & assessments are received in July and December.

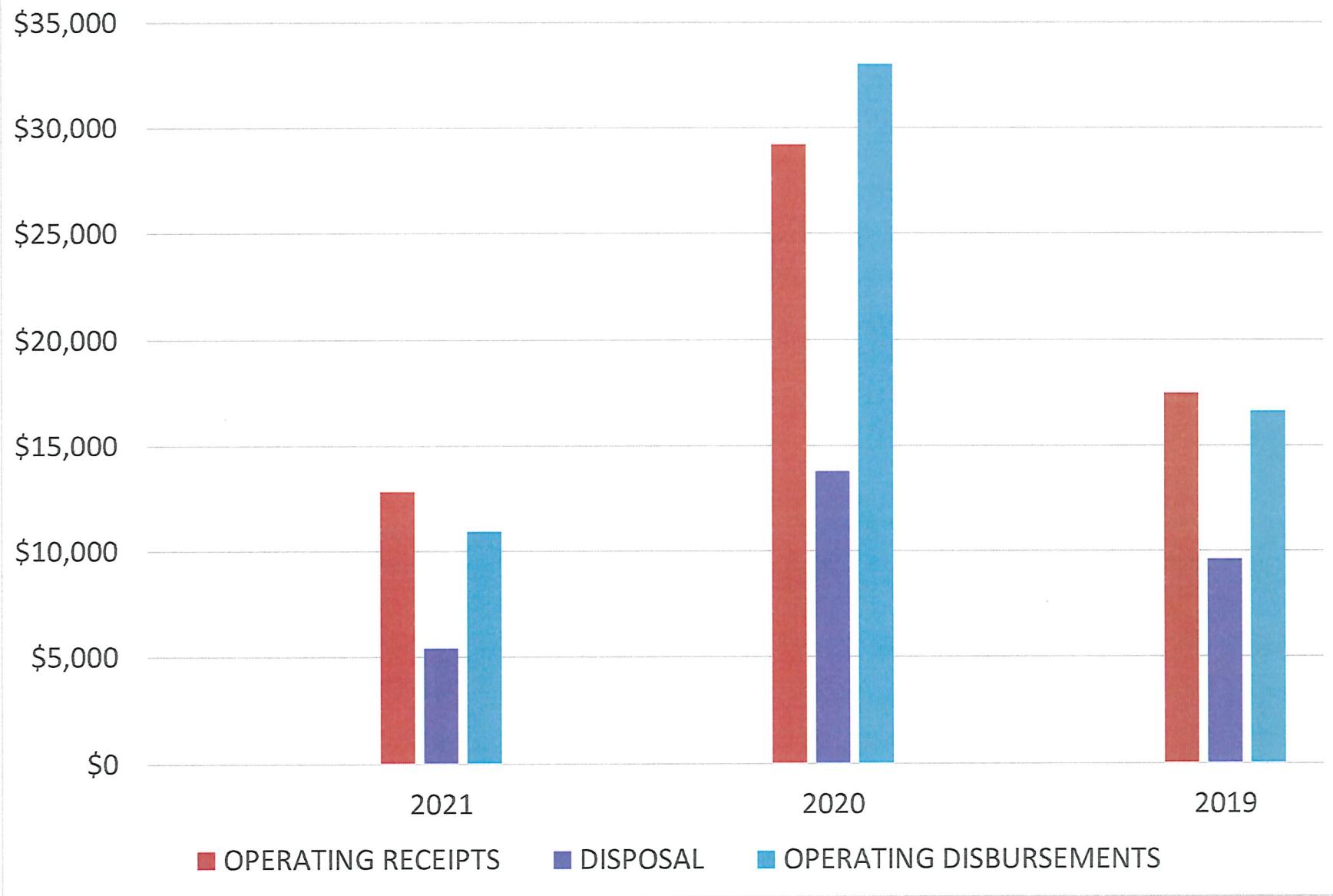
CITY OF NOWTHEN

2021 FINANCIAL REPORT - MARCH

RECYCLING FUND
Year to Date, JUNE 30, 20XX

Receipts	<u>2021</u>	<u>2020</u>	<u>2019</u>
County Reimbursement	\$0	\$23,592	\$9,902
Recycling Proceeds	<u>12,824</u>	<u>5,588</u>	<u>7,561</u>
Total Revenue	12,824	29,180	17,463
 Disbursements			
Personal Services	7,943	3,736	7,136
Supplies	117	265	635
Professional	0	24,243	278
Utilities/Maintenance	2,875	4,790	8,573
Recycling Hauler	5,406	13,772	9,587
Capital	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	16,341	46,806	26,209
Operating Income (loss)	(3,517)	(17,626)	(8,746)
Non-Operating Revenue (Expense)	93	0	0
Net Income (Loss)	\$ (3,424)	(17,626)	(8,746)
Capital Outlay	0		
Cash Balance 6/30/20	\$ (10,207)		
Cash Balance 6/30/21	\$ 27,515		
Cash Variance	37,722		
Explanation of Cash Variances	Received additional funding from county in 2nd half of 2020 for camera's		

Recycling Operations as of June 30th



CITY OF NOWTHEN

CURRENT CASH & INVESTMENTS

For the Quarter Ending JUNE 30, 2021

	MATURITY DATES			
	2021	2022	2023	TOTAL
CHECKING ACCOUNT	\$377,709			\$377,709
4M MONEY MKT FUND	\$409,597			\$409,597
CERTIFICATE OF DEPOSIT	\$550,000	\$485,000	\$0	\$1,035,000
BOND FUND	\$0			\$0
TOTAL	\$1,337,306	\$485,000	\$0	\$1,822,306

	6/30/2021	6/30/2020	INCREASE/ DECREASE
CHECKING ACCOUNT	\$377,709	\$124,224	\$253,485
4M MONEY MKT FUND	\$409,597	\$810,989	(\$401,392)
CERTIFICATE OF DEPOSIT	\$1,035,000	\$1,170,000	(\$135,000)
TOTAL	\$1,822,306	\$2,105,213	(\$282,907)

GOVERNMENTAL FUNDS
BALANCE SHEET

AS OF JUNE 30, 2021

	GENERAL FUND	ECONOMIC DEVELOPMENT FUND	CARES ACT FUND	DEBT FUNDS	PARK ACQUISITION FUNDS	CAPITAL FUNDS	ROAD & BRIDGE FUND	RECYCLING FUND	EQUIPMENT FUNDS	TOTAL GOVERNMENTAL FUNDS
ASSETS										
CASH & INVESTMENTS	\$158,421	\$2,489	\$200,966	\$309,211	\$255,935	\$175,806	\$401,057	\$27,515	\$257,107	\$1,788,507
LIABILITIES										
Payables	103									103
Compensated Asenses	16,100		0	0	0	0	0	0	0	16,100
TOTAL LIABILITIES	16,203	0	0	0	0	0	0	0	0	16,203
FUND BALANCE										
RESTRICTED				309,211						309,211
ASSIGNED					255,935	\$175,806	401,057		257,107	1,089,905
UNASSIGNED	142,218	2,489	200,966					27,515		373,188
TOTAL FUND BALANCE	\$142,218	\$2,489	\$200,966	\$309,211	\$255,935	\$175,806	\$401,057	\$27,515	\$257,107	\$1,772,304
TOTAL LIABILITIES AND FUND BALANCE	\$158,421	\$2,489	\$200,966	\$309,211	\$255,935	\$175,806	\$401,057	\$27,515	\$257,107	\$1,788,507



REQUEST FOR COUNCIL ACTION

Agenda Item #	Department:	Requested Council Meeting Date:	Submitted By:
	Administration	July 13, 2021	Troy Bednarz

TITLE OF ISSUE:

Use of Golf Carts and Temporary closure 199th & Iguana to end of Iguana – September 25, 2021

BACKGROUND AND SUPPLEMENTAL INFORMATION:

This will be Lakeside Cabinet's 8th Annual Car Show and Community Event. We average over 125 cars every year with over 500 visitors. This is a Charity Event that raises funds for Thumbs Up. They are a local charity located in Elk River. The use of golf carts is to transport people to other events and businesses inside the business district. Lakeside Cabinets provides all the staff and barricades for the temporary closure to include setup and tear down. There will be no cost to the city or need of any personnel. The road closure is at 199th & Iguana and extends to the end of Iguana to the north. Road closed signs located at 199th & Iguana and a no thru traffic sign at the north end of Iguana. There is access to the businesses from the north on Iguana. We will continue to work with local businesses like we have done in the past. Special Insurance has been in place every year in addition to the multi-million dollar liability policy already in place.

SOURCE OF FUNDING: Lakeside Cabinets & Woodworking**REQUESTED COUNCIL ACTION:**

I would like to request approval from the council for the use of golf carts and temporary road closure.

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record: Aye _____ Nay _____

____	____	Alders
____	____	Blake
____	____	Greenberg
____	____	Pilon
____	____	Rainville

SUPPORTED DOCUMENTS ATTACHED

Resolution Ordinance Contract Minutes Plan Map

_____	_____	_____	_____	_____
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Other (specify) _____

Administration Department Use:

Consent

Regular

Refer to: _____

Tabled Until: _____

Other: _____

TEMPORARY GOLF CART PERMIT AGREEMENT

This Agreement is made this 7th day of June 2021, by and between the City of Nowthen, a municipal corporation, (the "City"), and Lakeside Cabinets and Woodworking, Inc., ("Lakeside"), and collectively referred to as (the "Parties").

WITNESSETH:

WHEREAS, Lakeside has requested the permission of the City to operate motorized golf carts on City streets in support of a marketing event for the business located at 8209 199th NW, Nowthen, Minnesota 55303; and

WHEREAS, Minnesota Statute Section § 169.045 prohibits the operation of motorized golf carts on public streets without the permission of the City; and

WHEREAS, the City is willing to grant Lakeside a permit to operate golf carts on certain City streets pursuant to the terms and conditions of this Permit Agreement.

NOW, THEREFORE, IT IS HEREBY AND HEREIN MUTUALLY AGREED, in consideration of each party's promises and considerations herein set forth, as follows:

1. Lakeside is hereby granted permission to operate motorized golf carts between the hours of 8a.m. and 11:59p.m. on Sept 25th, 2021, on the following City streets: 199th, Iguana , and Ferret.
2. The motorized golf carts shall be operated in compliance with the terms of Minnesota Statute § 169.045 and any other applicable laws.
3. Lakeside shall indemnify, defend and hold the City and its employees, contractors, agents, representatives, elected and appointed officials, and attorneys harmless from any and all claims, damages, losses, costs and expenses, including attorneys' fees, arising from, based on, or related to Lakeside being allowed to operate motorized golf carts on City streets.
4. Lakeside shall at Lakeside's expense maintain in effect liability insurance with limits not less than the maximum liability limits for a municipality as provided in Minnesota Statutes § 466.04 on which the City of Nowthen shall be a named insured. Lakeside's insurance policy and certificate shall not be canceled or its conditions altered in any manner without (Ten) 10 days prior written notice to the City. The insuring company shall deliver to the City certificates of all insurance required, signed by an authorized representative and stating that all provisions of the specified requirements are satisfied. The cancellation or alteration of said liability insurance policy without the express written consent of the City shall be deemed to be a material breach of this contract and shall further be deemed a termination of this Agreement.
5. Lakeside knowingly and voluntarily waives and releases any and all claims against the City arising from, based on, or related to Lakeside being permitted to operate motorized golf carts on City streets pursuant to the terms of this Agreement. Lakeside

acknowledges being represented by legal counsel in connection with this Agreement, and that Lakeside has read and understands the terms of this Agreement.

6. This Agreement shall not constitute or be construed as creating or establishing any vested right of Lakeside to the use of motorized golf carts except as expressly provided in this Agreement.
7. This Agreement contains all the terms and conditions relating to the use of motorized golf carts on City streets and replaces any oral agreements or other negotiations between the parties. No modifications of this Agreement shall be valid until they have been placed in writing and signed by all parties hereto.

IN WITNESS WHEREOF, the City and Lakeside have caused this Agreement to be duly executed on the day and year first above written.

**LAKESIDE CABINETS AND
WOODWORKING, INC.**

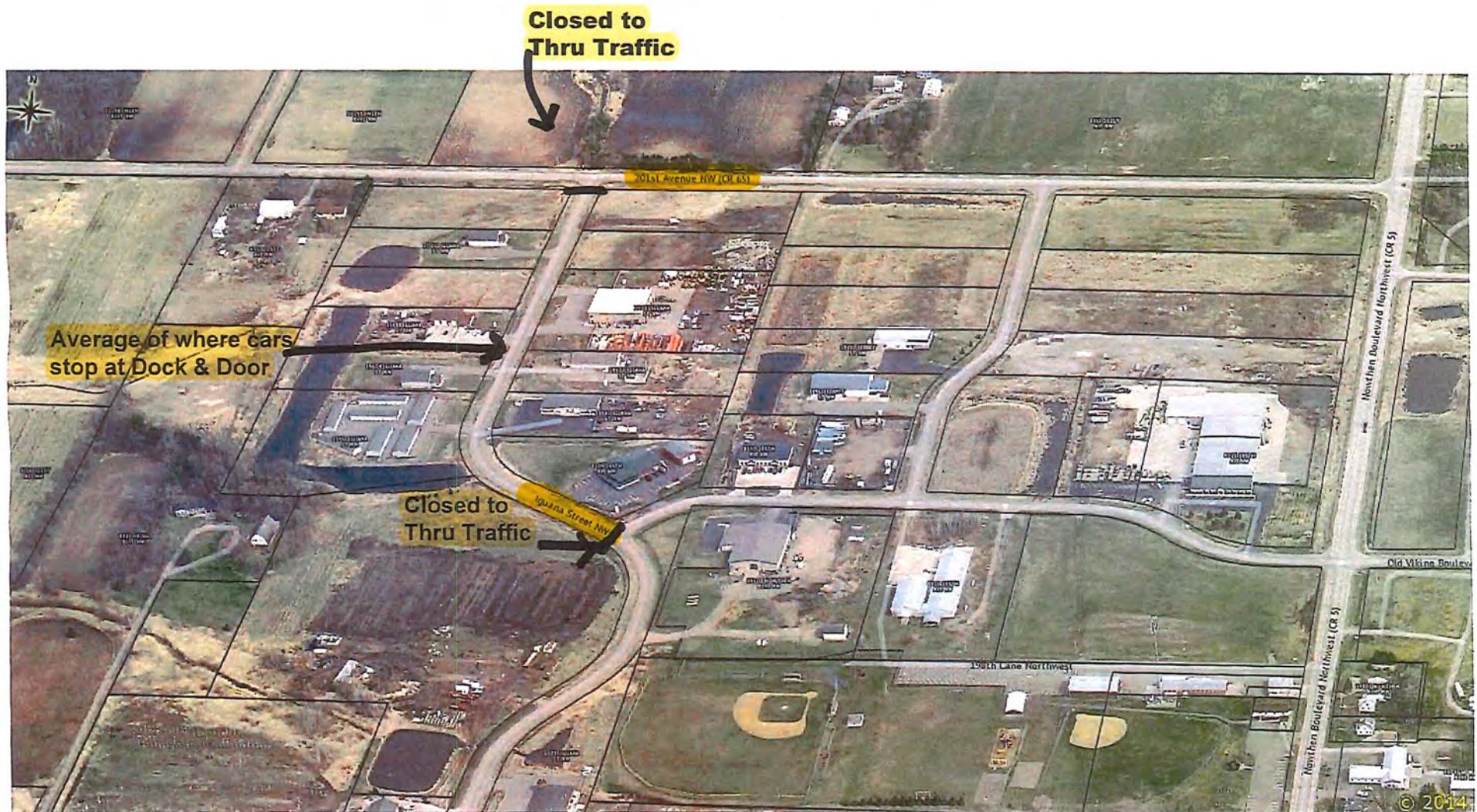
CITY OF NOWTHEN

Troy Bednarz, CEO

Jeff Pilon, Mayor

Lori Streich, Clerk

Charity Car Show - Road Closures





REQUEST FOR COUNCIL ACTION

Agenda Item # Council Item	Department: Parks	Requested Council Meeting Date: July 13, 2021	Submitted By: Council Member Mary Rainville
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TITLE OF ISSUE: Replacement of refrigerator and tables in the Nowthen Memorial Park Pavilion.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

On July 27, 2020 the Mayor, Council and the City Clerk toured city facilities to discuss needs and maintenance issues. One of the items discussed was replacing the existing refrigerator and wood tables. The existing refrigerator doesn't cool properly, is rusting, the shelves are broken and it has had mold in it. The existing wood tables are unsteady and the trim is breaking off.

Tables: I recommend the package of four Lifetime 6' Professional Grade Table in putty/brown currently being sold at Costco for \$559.99 plus \$40.59 in tax for a total of \$600.58. Staff would be responsible for disposal of the existing tables prior to the delivery of the new ones.

Refrigerator: I recommend looking at the Coon Rapids Sears Outlet Store for a black, 20-24 cubic foot, top freezer, energy star refrigerator. Currently on line they one for \$749.99 plus \$79.99 delivery and \$60.17 in taxes for a total of \$891.06.

If staff and council are willing to allow me to I will do the work necessary to purchase the products and in the case of the refrigerator arrange for and be on site for its delivery. I would also cover the recycling cost of the existing refrigerator. Upon purchase I will submit for reimbursement.

As the inventory changes frequently at the Coon Rapids Sears Outlet store I would ask for flexibility in the purchase of the refrigerator.

SOURCE OF FUNDING: Existing Park Building Funds

REQUESTED COUNCIL ACTION: That the Council approves the purchase of a refrigerator, not to exceed \$1,000.00 and four plastic tables, not to exceed \$700.00 for the Nowthen Memorial Park Pavilion to be in place by July 29, 2021 for use at Night to Unite.

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): Picture of tables available at Costco and refrigerators at Sears Surplus.

Administration Department Use:

Consent

Regular

Refer to: _____

Tabled Until: _____

Other: _____

COSTCO - ON LINE



Specifications

Brand - Lifetime

Color - Brown

Frame Material - Metal

Frame Material Details - Steel

Model - 480126

Number of Tables - 4 Tables

Shape - Rectangular

Table Dimensions: W x L x H - 72 in. x 30 in. x 29 in.

Table Top Material – Plastic



\$559.99

Lifetime 6' Professional Grade
Table Collection, Putty, 4-pack

 (26)

Compare Product

SEARS SURPLUS - COON RAPIDS - ON LINE



See price in cart

\$999.99 **\$749.99**

Kenmore 61212 21 cu. ft.
Energy Star Top-Freezer Fridge -
White

 (405)

Sold by Sears



\$999.99

\$749.99

Kenmore 61219 21 cu. ft.
Energy Star Top-Freezer Fridge -
Black

 (121)

Sold by Sears

IF ORDERED IN WHITE
THE PRICE IS \$699.00



REQUEST FOR COUNCIL ACTION

Agenda Item # Council Item	Department: Administration	Requested Council Meeting Date: July 13, 2021	Submitted By: Mayor Jeff Pilon
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TITLE OF ISSUE: City Financial Newsletter

BACKGROUND AND SUPPLEMENTAL INFORMATION:

I believe it is valuable to provide useful information to our residents to help them understand where their tax dollars are actually going and to see how the city is allocating the small portion of their total tax bill that we receive.

Last year, as a Council, we discussed having a breakdown and comparison of city revenues and expenditures in our City Newsletter. Recently I came across an example of this type of presentation from the city of Plymouth. While Plymouth is obviously much larger and more complex than Nowthen, I thought a number of the features in their financial newsletter could be adapted for a financial report from Nowthen. Tax Rate Comparison (from page 1), Residential Property Tax Distribution (from page 4), Commercial Property Tax Distribution (from page 4), City Services supported by tax levy (from page 4), Residential City Tax comparison (from page 2) and any other feature the Council would think appropriate.

SOURCE OF FUNDING: General Fund/ Newsletter

REQUESTED COUNCIL ACTION: Have the staff create a financial report as part of the fall 2021 newsletter, providing similar financial information as found in the attached newsletter from Plymouth and any additonal items as would be appropriate for the city of Nowthen.

For Clerk's Use:	SUPPORTED DOCUMENTS ATTACHED				
Motion By: _____	Resolution	Ordinance	Contract	Minutes	Plan Map
Second By: _____					
Vote Record: Aye _____ Nay _____	Pilon Alders Blake Greenberg Rainville				
Other (specify): Plymouth Financial Extra Newsletter, May/June 2021					
Administration Department Use:	<input type="checkbox"/> Refer to: _____ <input type="checkbox"/> Tabled Until: _____ <input type="checkbox"/> Other: _____				
<input type="checkbox"/> <input type="checkbox"/>	Consent				
	Regular				

PLYMOUTH

FINANCIAL

EXTRA

W

Welcome to the 2021 Financial Extra.

Plymouth has a history of prudent fiscal management. The city plans ahead and carefully manages tax dollars to continue providing the core services, infrastructure and amenities that make Plymouth a place residents and businesses are proud to call home.

The city cultivates accountability and transparency by sharing financial information. This publication details how tax dollars are spent and how Plymouth compares to similar communities. To view complete budgets, financial reports, long-range planning tools and more, visit plymouthmn.gov/financialreport.

We invite you to review the Financial Extra. Please let us know if you have questions.

Mayor Jeff Wosje
763-509-5007, jwosje@plymouthmn.gov

At Large Council Member Ned Carroll
763-509-5005, ncarroll@plymouthmn.gov

At Large Council Member Jim Willis
763-509-5006, jwillis@plymouthmn.gov

Ward 1 Council Member Alise McGregor
763-509-5001, amcggregor@plymouthmn.gov

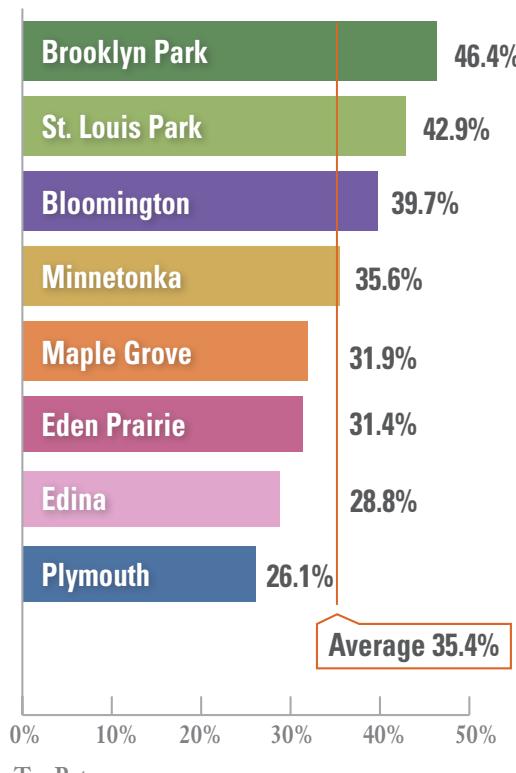
Ward 2 Council Member Nick Roehl
763-509-5002, nroehl@plymouthmn.gov

Ward 3 Council Member Jim Davis
763-509-5003, jdavis@plymouthmn.gov

Ward 4 Council Member James Prom
763-509-5004, jprom@plymouthmn.gov

Tax Rate Comparisons

Plymouth has the lowest tax rate for taxes payable in 2021 when compared to other Hennepin County suburbs with populations of 45,000 or more.



Plymouth remains strong despite COVID-19 impacts

While the COVID-19 pandemic has presented many challenges, the City of Plymouth has relied on its history of long-range planning and prudent fiscal management to remain financially sound.

Throughout the pandemic, the city has continued to adapt the way it conducts business to provide uninterrupted essential services residents rely on and expect.

"Our focus has been keeping everyone safe while still providing services," said City Manager Dave Callister. "Plymouth has maintained its strong fiscal position throughout the pandemic. We have reserves for this reason – we plan ahead and save for situations such as this to mitigate adverse financial effects on the city."

Leveraging CARES Act Funding

Along with funding allocated to other state, local and tribal governments, the City of Plymouth received \$5.9 million in federal funding in 2020 through the Coronavirus Aid, Relief, and Economic Security Act to help navigate the impacts of COVID-19.

Plymouth utilized CARES Act funding to make durable purchases, upgrades and community investments that address current public health needs and will last far beyond the pandemic. Examples include:

- Outfitting Fire Department vehicles with LUCAS devices to administer contactless CPR
- Offering small business assistance/relief grants to businesses impacted by the pandemic
- Providing on-sale liquor license rebates to establishments for months of mandated closures



Plymouth remained strong, despite the pandemic. The city utilized federal relief funds to offset costs and offered grants to small businesses impacted by COVID-19.

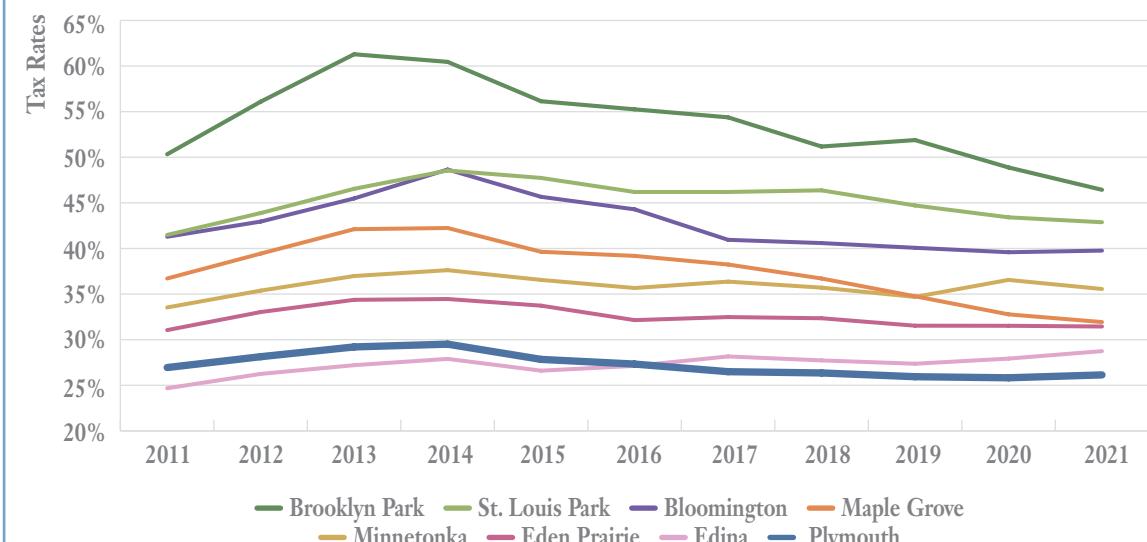
- Public safety upgrades at facilities, including installation of contactless/remote access at park facilities, air purification systems and touchless faucets, entrances and lights
- Providing personal protective equipment, and sanitizing/cleaning shared equipment and squad cars
- Technology investments for all departments to provide uninterrupted city services
- Installing HVAC bipolar ionization and air purification systems at city facilities

"Although Plymouth did have additional expenditures and loss of revenue, we remained financially stable and were able to offset those costs by leveraging CARES Act funding," said Callister.

The city is also set to receive \$7.36 million through the Coronavirus Local Fiscal Recovery Fund in 2021. City Council and staff are reviewing the legislation to determine appropriate uses for the community.

Tax Rate History

Plymouth's tax rate has historically compared favorably with other Hennepin County suburbs with populations of 45,000 or more.



2020 FAST FACT

324.7

miles of city streets in Plymouth

2020 BY THE NUMBERS

- 38 years Plymouth has earned a certificate for transparency in financial reporting
- 64,988 visits to the Plymouth Yard Waste Site
- 41 new fire hydrants installed in Plymouth

3.12 billion gallons of water treated by the city

62,550 tons of asphalt applied to city streets

38,097 calls for service to the Police Department (does not include general traffic enforcement)

33 new streetlights installed in Plymouth



Plymouth receives special legislation to help promote businesses, tourism

The state Legislature approved special legislation in 2020 granting the City of Plymouth the authority to implement a 3% lodging tax to help create a convention and visitors bureau, fund capital investments and promote tourism.

A CVB is a local tourism marketing organization that would promote Plymouth businesses and community assets in order to attract the traveling public, meeting planners and media. If created, the Plymouth CVB would likely include representatives from hotels, retailers and the city.

"The goal of a CVB is to draw people to the community to stay at hotels, dine at restaurants, attend events and spend money to boost the local economy," said Economic Development Manager Danette Parr.

About the Lodging Tax

More than 110 Minnesota cities collect varying lodging tax rates, including several of Plymouth's peer cities, which received similar authorization to implement a lodging tax ranging from 3% to 7%. The tax is typically collected during hotel stays as part of the tax to rent a room.

While Minnesota cities can establish a 3% lodging tax without special legislation, it is required to authorize a higher rate or determine specific allocation of funds.

In Plymouth, 1% will fund the CVB and promote the city's hotels, restaurants, facilities and events. The remaining 2% must be used for capital improvements to public recreation facilities.

"The special legislation pinpoints a portion of the funds to invest in regional venues that draw people to Plymouth," said City Manager Dave Callister. "We will use the funds to repay a portion of the debt for the Plymouth Community Center (formerly Plymouth Creek Center) renovation and expansion project."

Venues such as the Plymouth Community Center, Plymouth Ice Center and Hilde Performance Center draw people to Plymouth for tournaments, conferences, concerts and other events, boosting the local economy through hotel stays, dining and shopping.

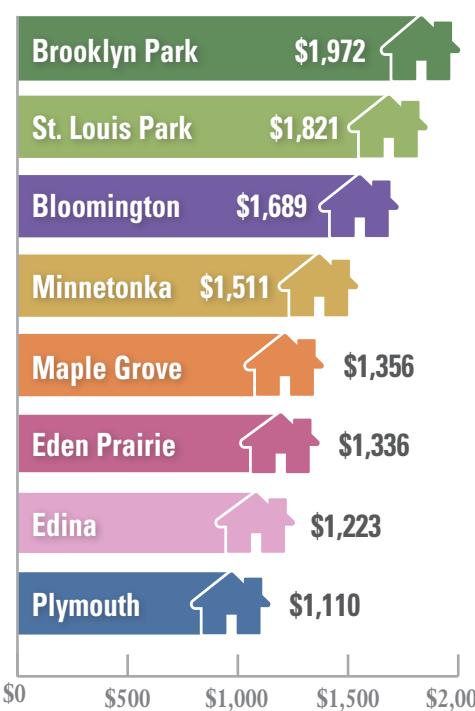
Implemented in October 2020 in Plymouth, forecasted lodging tax funds have been well below pre-pandemic market expectations. At press time, the lodging tax had been collected for five months with revenue at 65% of the projections, which will likely delay the timeline for implementation of the CVB.

City Council will review options this summer and begin discussing potential steps to move forward with establishing the CVB.

How Plymouth Compares – Residential City Tax Example

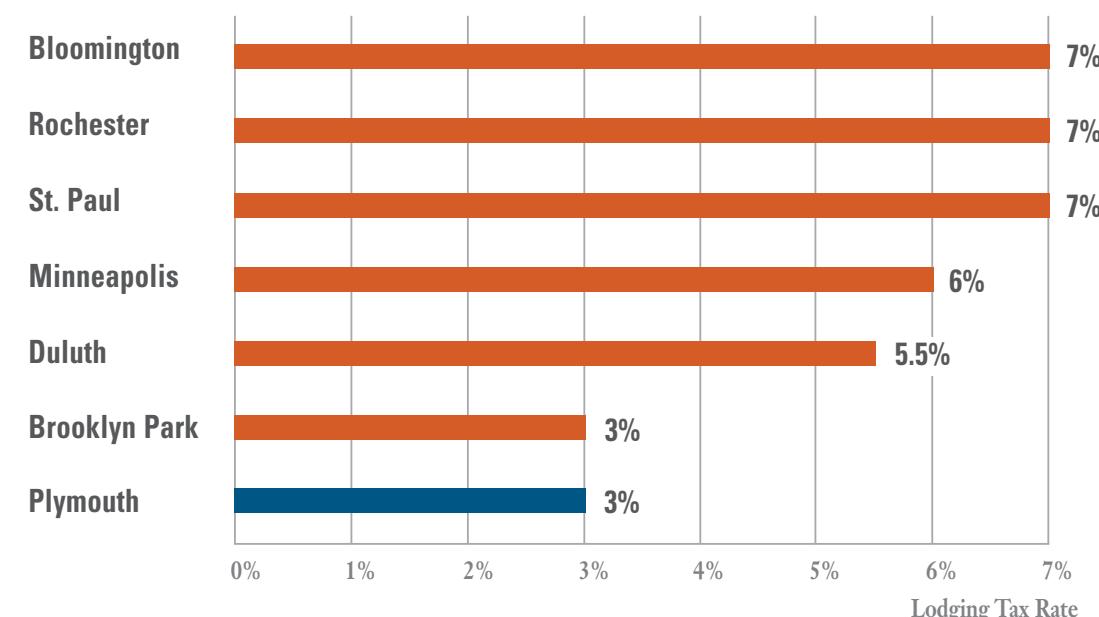
Compared to similar communities, Plymouth has the lowest city taxes on a \$425,000 home for taxes payable in 2021. For comparison, the figures below include tax capacity levies, but not Housing and Redevelopment Authority or market value levies, as not all cities have them.

CITY TAXES ON A \$425,000 HOME



How Plymouth Compares – Lodging Tax Rates

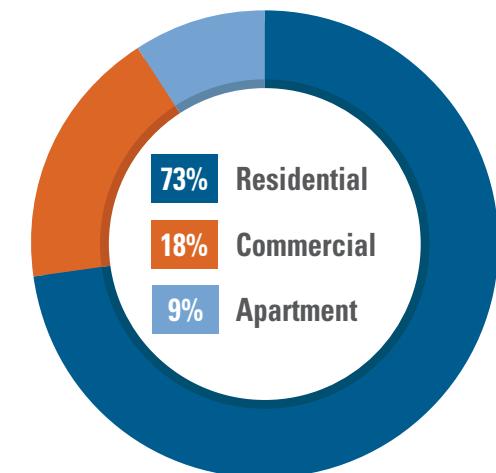
More than 110 Minnesota cities collect varying lodging tax rates. While Minnesota cities can establish a 3% lodging tax without special legislation, it is required to authorize a higher rate or determine specific allocation of funds. Several of Minnesota's largest cities have received similar authorization to collect a lodging tax. In addition to those listed below, other nearby cities have a 3% lodging tax, including Maple Grove, Edina, Golden Valley and St. Louis Park.



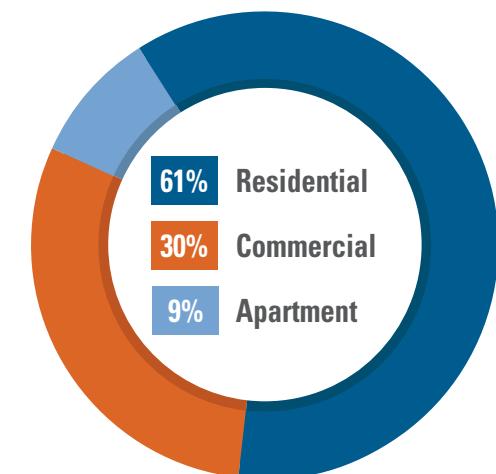
Market Value vs. Tax Capacity

Plymouth's thriving business community benefits residents. Residential properties make up 73% of the total market value in Plymouth, but pay 61% of the total tax collected. Commercial-industrial properties make up 18% of the market value, but pay 30% of the total tax collected. Tax class rates are determined by state law.

2021 Market Value by Class



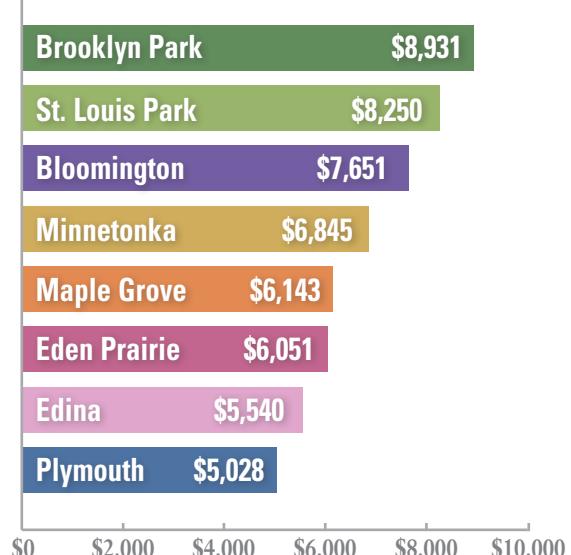
2021 Tax Capacity by Class



How Plymouth Compares – Commercial City Tax Examples

Compared to similar communities, Plymouth has the lowest city taxes on \$1 million and \$5 million businesses for taxes payable in 2021. For the sake of comparison, the figures below do not include Housing and Redevelopment Authority or market value levies, as not all cities have them. The comparison includes tax capacity levies.

CITY TAXES ON A \$1 MILLION BUSINESS



CITY TAXES ON A \$5 MILLION BUSINESS



2020 FAST FACT

1,856
acres of park land in Plymouth



Dual top bond ratings reaffirm city's strong financial standing

A city government's high bond ratings indicate strong financial standing and benefit residents by reducing the impact on property taxes when the city issues debt to fund capital improvements. Plymouth has maintained the highest possible bond ratings since 2010 from two rating agencies, Moody's Investors Service and Standard & Poor's.

The ratings were reaffirmed in 2020 as the city prepared to issue \$42 million in general obligation bonds to fund the renovation and expansion of the Plymouth Community Center (formerly Plymouth Creek Center).

Maintaining top bond ratings has helped the city achieve the best possible value for residents by reducing the amount of interest paid, directly affecting the amount of property taxes required to pay off the debt. The city's high ratings helped secure an interest rate of 1.7% on a 20-year bond for the PCC project.

"Plymouth, MN has exceptional credit quality," the Moody's credit report said. "Reserves are very strong and will remain healthy because of the city's strong budget management."

Rating agencies examine past and current financial status, future growth and future capital improvement plans to determine bond ratings. They also consider the community as a whole, including diversity of development, average per capita income, housing values and employment.

Plymouth is one of only 10 Minnesota cities to hold top ratings from both Moody's and Standard & Poor's.

Debt Levels Remain Low

Careful financial stewardship has helped keep Plymouth's debt well below state limits. While the city's statutory debt

limit was \$415.6 million in 2020, Plymouth's outstanding debt is \$43.3 million – and will remain well below legal limits when debt is issued for the renovation and expansion projects at Fire Stations 2 and 3 in mid-2021.

An integral part of the city's financial strategy, conservative debt management stabilizes the overall debt burden and future tax requirements for repayment.

Early Debt Repayment Saves Thousands

Plymouth's conservative debt management has allowed the city to pay off debt issuances early – recently saving the city and taxpayers nearly \$200,000 in interest. Two examples of early debt repayment include:

- In 2020: Bond issued in 2010 for the Public Safety Building, set to mature in 2026 – paid off six years early
- In 2021: Bond issued in 2011 for senior housing, set to mature in 2023 – paid off nearly three years early

To view the city's financial and long-term planning documents, including debt studies, visit plymouthmn.gov/financialreport.

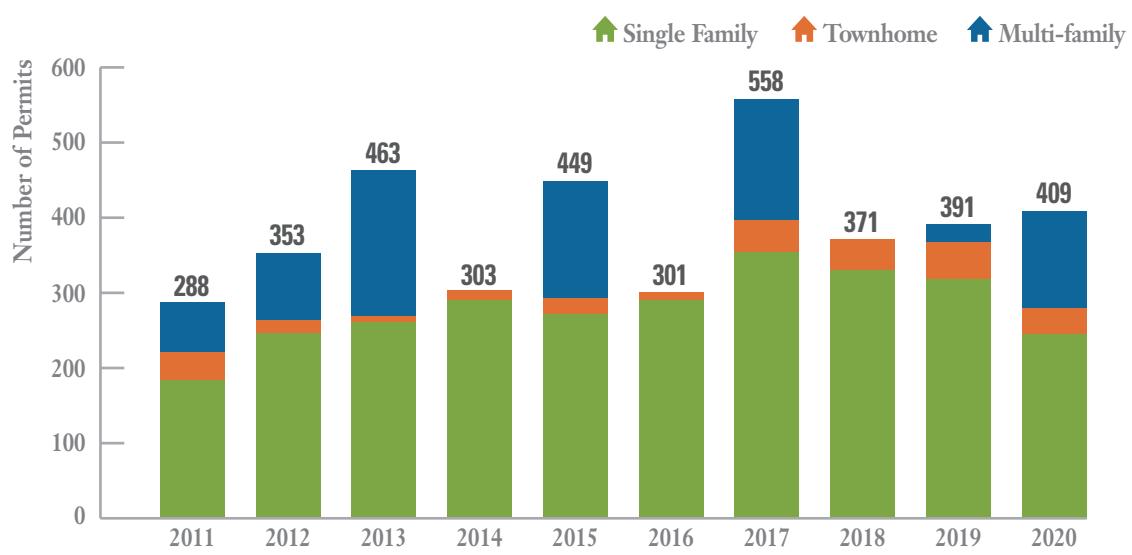
Why Bond Ratings Matter

AAA Aaa

If Plymouth were an AA city rather than an AAA city, at the current market rate, a 15-year \$20 million bond would cost taxpayers an additional \$274,482 in interest.

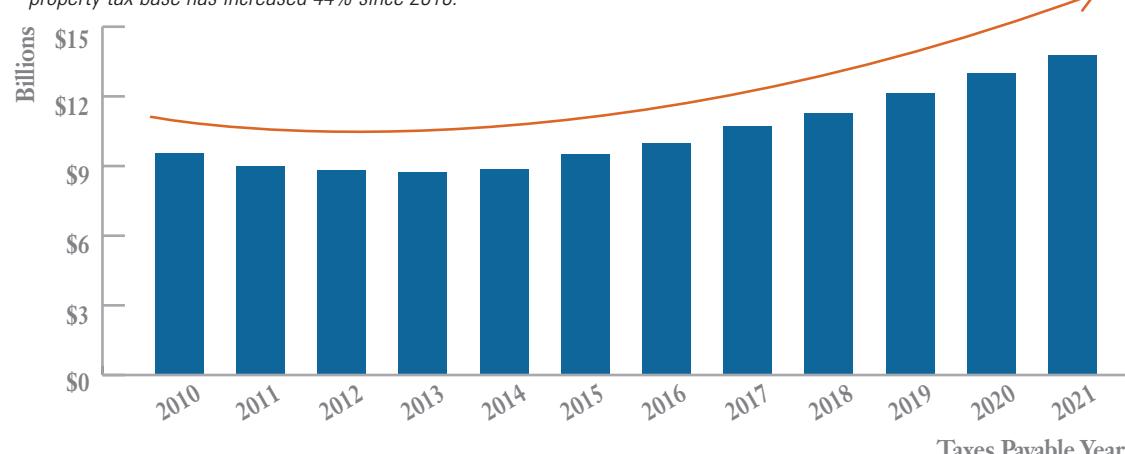
Residential Building Permits

Plymouth continues to see residential growth despite the pandemic. In 2020, a total of 409 residential units were constructed – including 245 single-family homes, 34 townhomes and 130 multi-family homes. While growth is expected to slow as Plymouth reaches full build-out, the city anticipates redevelopment, multi-family development and new commercial construction to continue.



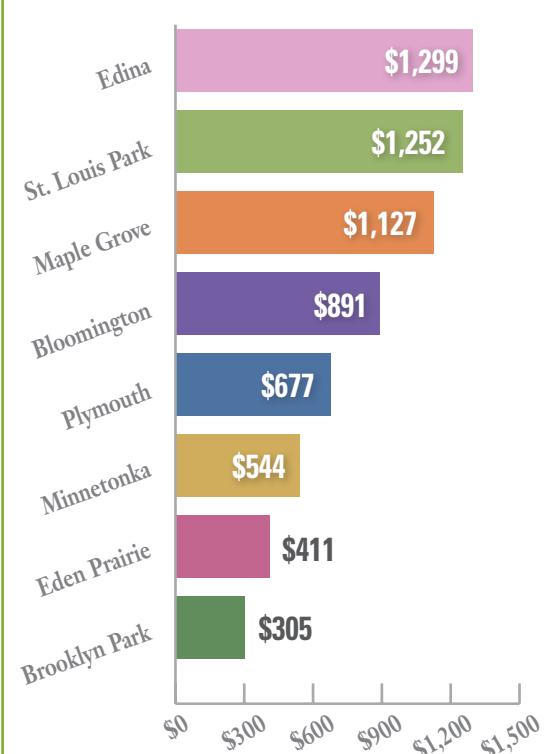
Total Market Value History

Plymouth's total market value continues to climb. According to Hennepin County, Plymouth's total market value for taxes payable in 2021 is \$13.7 billion. With new development and a rise in existing property values, Plymouth's property tax base has increased 44% since 2010.



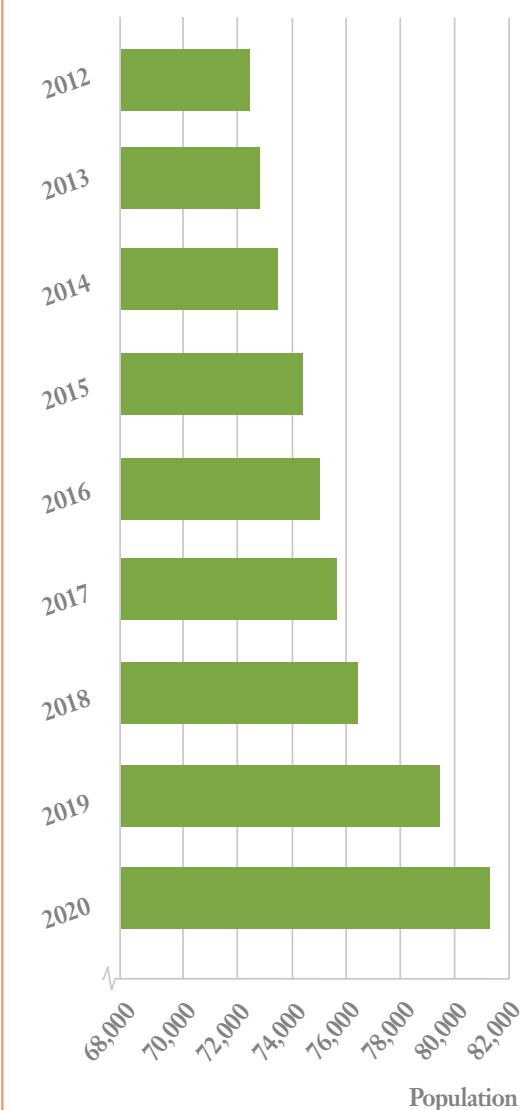
Direct Net Debt Per Capita

Plymouth maintains conservative levels of debt. For taxes payable in 2020, Plymouth showed a direct net debt of \$677 per capita. Hennepin County suburbs with populations of 45,000 or more showed an average of more than \$800 per capita.



Population Growth

Plymouth continues to see steady growth. According to Metropolitan Council estimates, Plymouth is expected to have approximately 81,000 residents in 2020.



2020 FAST FACT

7,250

hours of training completed by Plymouth firefighters



City's financial advocacy helps return tax dollars to Plymouth

Each year, Plymouth residents and businesses pay a significant amount to the state and county tax systems, which fund programs, services and infrastructure across Hennepin County and Minnesota. To ensure some dollars are invested back into the community, the city continually advocates for infrastructure improvements in Plymouth.

While city officials have partnered with state lawmakers and testified at the state Capitol for major projects that benefit Plymouth, much of the advocacy efforts have regional benefits as well. One such example is the completion of the third lane on Interstate 494 through Plymouth in 2015-2016.

In 2015, the city secured \$4.7 million in state bond funds to construct the Vicksburg Lane bridge over the Canadian Pacific Railroad, which was the first time the city received state bonding for a Plymouth-specific project.

City officials were pleased to obtain \$9.72 million in state bond funds to reconstruct the County Road 9 (Rockford Road) bridge over I-494 and improve the interchange in 2019, and \$5 million towards the Plymouth Community Center (formerly Plymouth Creek Center) renovation and expansion in 2020.

This year, city officials and state lawmakers are advocating for \$20 million to make vital improvements to the County Road 47 corridor – a 1920s road built for farm equipment that currently poses public safety issues for pedestrians and motorists.

"Property taxes, sales taxes, income taxes, gas taxes – we're always advocating to get some of that back to benefit the community," said City Manager Dave Callister.

Net Contributor to Fiscal Disparities

Plymouth is a major contributor to Fiscal Disparities, a tax-base sharing program in the metro that



To ensure tax dollars paid to the state and county are invested in Plymouth, the city continues to advocate for projects that benefit the community, such as public safety improvements to the County Road 47 corridor.

redistributes and equalizes commercial-industrial tax base to benefit communities with a heavy concentration of residential properties.

Plymouth ranks in the top six contributors to the program with an average net loss of 7% of its commercial-industrial valuation annually.

The city recognizes that transportation, transit and other regional needs are critical to a thriving metropolitan area and require contribution from the city. However, if the Fiscal Disparities Program did not exist, Plymouth would see an additional \$2.6 million in levy dollars (property tax revenue) annually.

No Local Government Aid for Plymouth

Plymouth is also among the 12% of Minnesota cities that do not receive Local Government Aid from the state.

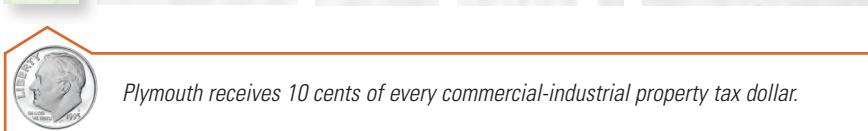
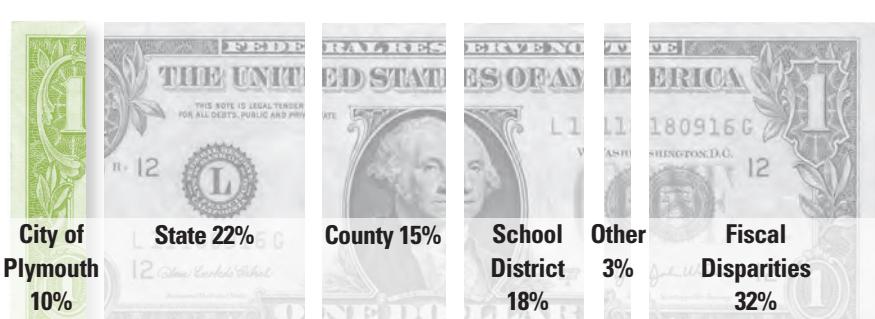
More than \$564 million in LGA will be distributed to Minnesota cities in 2021.

"One of the reasons we advocate for infrastructure projects that benefit our community is to see some of those tax dollars reinvested in Plymouth," said Callister.

Residential Property Tax Dollar Distribution



Commercial Property Tax Dollar Distribution



2020 FAST FACT

25,367

building inspections performed

2020 Volunteer Impact



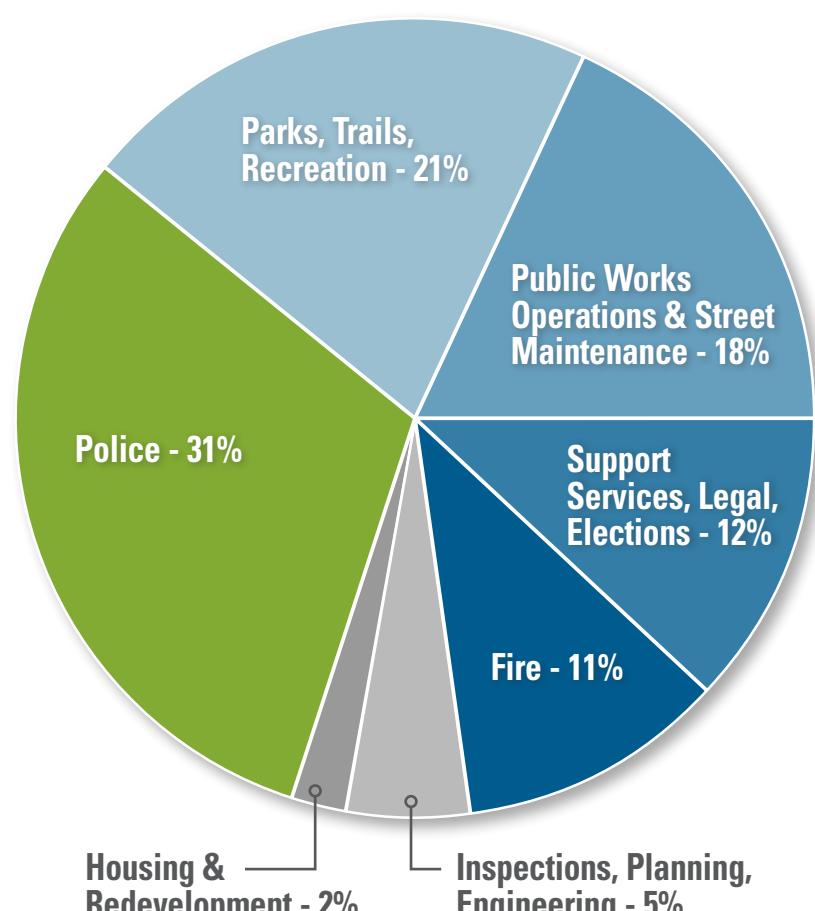
Volunteers donate their time and talents to stretch city resources and bolster Plymouth's high quality of life. Despite the pandemic in 2020, hundreds of volunteers continued to make a valuable impact in Plymouth.

1,584 total volunteers

contributed
16,877 hours of volunteer time

estimated in-kind contribution value of
\$459,054 equivalent to
8.11 full-time employees

Services Supported by Tax Levy





Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860 Fax: 763/427-0520
www.haa-inc.com

45
YEARS

June 15, 2021

Honorable Mayor and City Council
City of Nowthen
8188 199th Ave NW
Nowthen, MN 55330

Re: Name Brand Self Storage (Phase 1)

Dear Honorable Mayor and City Council -

The Developer of the Name Brand Self Storage has requested that the Performance Bond associated with the above-referenced project be released.

Phase 1 of the project was previously approved by the City and the construction was completed in 2019. As outlined in the Grading Agreement and Permit, the Developer may request a reduction or release of the financial security when all or a portion of the grading and other improvements required under the Agreement have been installed.

Our office has previously inspected the project, and confirmed that all site improvements such as bituminous pavements, curb and gutters, storm sewers, and stormwater ponding were completed and are in general conformance with the "Approved Plans" dated December 7, 2018 prepared by Bogart, Pederson & Associates, Inc.

At this time, we recommend that the City may release the Performance Bond associated with Phase 1 this project.

Please contact me if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink that appears to read "Shane Nelson".

Shane Nelson, PE
City Engineer

Cc: Liz Stockman, City Planner
Bob Ruppe, City Attorney
Josh Peterson, Developer



REQUEST FOR COUNCIL ACTION

Agenda Item #	Department:	Requested Council Meeting Date:	Submitted By:
	Fire	July 13 th , 2021	Dave Schmidt- Fire Chief

TITLE OF ISSUE:

Hiring of Firefighters

BACKGROUND AND SUPPLEMENTAL INFORMATION:

The fire department is requesting authorization to hire up to 8 additional firefighters. Recruitment would begin immediately following approval. All new hires if not currently certified will be required to attend firefighter training and Emergency Medical Technician training. The authorized strength for the fire department is 20 firefighters, currently the department has 12 firefighters.

SOURCE OF FUNDING:

Existing Fire Department Budget

REQUESTED COUNCIL ACTION:

Authorize the fire department to hire up to 8 additional firefighters.

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record: Aye Nay

____ ____ Alders
____ ____ Blake
____ ____ Greenberg
____ ____ Pilon
____ ____ Rainville

SUPPORTED DOCUMENTS ATTACHED

Resolution Ordinance Contract Minutes Plan Map

--	--	--	--	--

Other (specify) _____

Administration Department Use:

Consent

Regular

Refer to: _____

Tabled Until: _____

Other: _____



REQUEST FOR COUNCIL ACTION

Agenda Item #	Department:	Requested Council Meeting Date:	Submitted By:
	Fire	July 13 th , 2021	Fire Chief- Dave Schmidt

TITLE OF ISSUE:

Tanker 1 Replacement

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Tanker 1 is a 1989, 2 seat Tanker/Tender which is essential to fire operations within the City of Nowthen. Currently Tanker 1's pump is not operational, which was not shared with the team as part of the transition process. Due to the overall age, condition and limitations of Tanker 1, it is recommended that it be replaced. Before you, is a proposal from Fire Safety USA/REV Group for a replacement Tanker/Tender. This purchase would allow the fire department to begin the specification and build process for a new Tanker/Tender with no money down. The city can choose to a payment plan of 5, 7, or 10 years with the REV Group. Payments if approved would not begin until 2022. Included in this purchase would be miscellaneous loose equipment such as hose, nozzles, extrication equipment and most importantly SCBA's, of which the department was only left with 7 SCBA's for a staff of 12 firefighters, but an authorized strength of 20. The build time for a new Tanker/Tender will take approximately 1 year from final specification to delivery. We additionally believe that once the final specification and loose equipment list is finalized, that the price will come in less than \$600,000.00

SOURCE OF FUNDING:

City to identify funding source as part of the 2022 budget and for the term of the finance agreement

REQUESTED COUNCIL ACTION:

Authorize the fire department to spend up to \$600,000.00 to purchase a replacement Tanker/Tender.

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record: Aye Nay

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

SUPPORTED DOCUMENTS ATTACHED

Resolution Ordinance Contract Minutes Plan Map

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Other (specify) _____

Administration Department Use:

Consent

Regular

Refer to: _____

Tabled Until: _____

Other: _____



July 7, 2021

RE – Nowthen, MN - City of - Municipal Finance Quote

REV Financial Services is pleased to present the following \$0 Payment Down Finance Proposal described below:

PROPOSAL:

LESSEE:	Nowthen, MN - City of						
PROPERTY:	E-One Pumper/Tanker						
EXPIRATION:	May 31, 2021						
INDEX:	INDEXED TO Like Term SWAP Rate – Rates subject to change						
FINANCE QUOTE:	Finance Amount	Rate	Payments	Factor	Pmts / Year	Term	Adv. / Arr.
\$0 Payments Down	\$ 600,000.00	2.56%	\$ 129,371.26	0.215618773	1	5 years	Arrears
\$0 Payments Down	\$ 600,000.00	2.67%	\$ 95,109.65	0.158516076	1	7 years	Arrears
\$0 Payments Down	\$ 600,000.00	2.81%	\$ 69,657.97	0.116096615	1	10 years	Arrears

FINANCING: This is a tax-exempt, municipal government lease purchase with the title to the property passing to Lessee. This is a net lease under which, all costs, including insurance, maintenance, and taxes, are paid by Lessee for the term of the lease. Rates assume municipal/bank qualified.

NOTES: Please see page 2 for sample payment tables.

APPROVAL: This proposal, until credit approved, serves as a quotation, not a commitment by Lessor to provide credit or property. Lessor acceptance of this Proposal is subject to credit; collateral and essential use review and approval by Lessor. The interest rate quoted herein assumes that the interest component of the Payments is exempt from federal income tax. Lessor will provide a taxable financing proposal if it is determined that the financing will not qualify for tax-exempt interest rates. The financing contemplated by this proposal is subject to the execution and delivery of all appropriate documents (in form and substance satisfactory to Lessor), including without limitation, to the extent applicable, the Master Lease Agreement, any Schedule, financing statements, legal opinion or other documents or agreements reasonably required by Lessor. The quoted interest rate assumes the Lessee designates the Lease as "bank-qualified" pursuant to Section 265(b) of the Code.

Thank you for the opportunity to present this proposal. If you have any questions, please contact me at my number or e-mail address below.

Sincerely,

Todd Stevenson
National Sales Manager
(303) 254-6350
todd.stevenson@revgroup.com
www.REVgroup.com

Proposal Acceptance: (Please Circle Options Below)

Option: 5 / 7 / 10 years

Signed: _____

Name: _____

Title: _____

Date: _____

Assumes Contract Acceptance & Funding on 8/1/2021

5 year Sample Payment Table

Please note the dates on the table

Year	Date	Payment
1	8/1/2022	\$ 129,371.26
2	8/1/2023	\$ 129,371.26
3	8/1/2024	\$ 129,371.26
4	8/1/2025	\$ 129,371.26
5	8/1/2026	\$ 129,371.26

7 year Sample Payment Table

Please note the dates on the table

Year	Date	Payment
1	8/1/2022	\$ 95,109.65
2	8/1/2023	\$ 95,109.65
3	8/1/2024	\$ 95,109.65
4	8/1/2025	\$ 95,109.65
5	8/1/2026	\$ 95,109.65
6	8/1/2027	\$ 95,109.65
7	8/1/2028	\$ 95,109.65

10 year Sample Payment Table

Please note the dates on the table

Year	Date	Payment
1	8/1/2022	\$ 69,657.97
2	8/1/2023	\$ 69,657.97
3	8/1/2024	\$ 69,657.97
4	8/1/2025	\$ 69,657.97
5	8/1/2026	\$ 69,657.97
6	8/1/2027	\$ 69,657.97
7	8/1/2028	\$ 69,657.97
8	8/1/2029	\$ 69,657.97
9	8/1/2030	\$ 69,657.97
10	8/1/2031	\$ 69,657.97

**Please email application to:
Todd Stevenson
todd.stevenson@revgroup.com
Fax: 855-202-8021
Phone: 303-254-6350**

REV Financial Services



MUNICIPAL CREDIT APPLICATION

COMPLETION OF THIS APPLICATION IS NOT A BINDING COMMITMENT

APPLICANT DATA

Applicant Legal Name		Applicant Federal Tax ID # (FEIN)			
Address		City	State	Zip Code	County
Person to Contact	Phone #	Fax #	E-Mail Address		
Person to Contact	Phone #	Fax #	E-Mail Address		

Current Fleet Size:

Has the Municipality ever defaulted or non-appropriated on an obligation? Yes No

If Yes, please explain:

Will the Municipality issue in excess of \$10 million in tax-exempt obligations during the current fiscal year?

NEW EQUIPMENT INFORMATION

Quantity	Year, Mfg, Model, Body Type	\$ Requested	Replacement <input type="checkbox"/>	Expansion <input type="checkbox"/>
Quantity	Year, Mfg, Model, Body Type	\$ Requested	Replacement <input type="checkbox"/>	Expansion <input type="checkbox"/>
Term of Financing (in Years)		Estimated Closing Date		
Payment Frequency Required (All Payments are In Advance)		Annual <input type="checkbox"/>	Semi-Annual <input type="checkbox"/>	Quarterly <input type="checkbox"/>
		Monthly <input type="checkbox"/>		

Payment Frequency Required (All Payments are In Advance) Annual Semi-Annual Quarterly Monthly

How long has your Municipality been providing the current service?

What Department will be utilizing the equipment?

Is this equipment lease payment included in the current Municipal Budget?

Will this lease payment be made from the Municipal general fund? If not, please explain the source of the payments.

RATING AGENCY UNDERLYING BOND RATINGS

Moody's Investors Service	Bond Obligation Type	Contact	Telephone #
Standard & Poor's	Bond Obligation Type	Contact	Telephone #
Fitch	Bond Obligation Type	Contact	Telephone #

CERTIFICATION

information given for credit purposes is true and correct and authorizes REV Financial by credit bureau or investigation agency to investigate the references, statements or other data listed or accompanying the application. The undersigned authorizes all parties contacted to release credit and financial information as a part of said investigation. The undersigned also confirms that the equipment described above is essential to the functions of the municipality or to the services the municipality provides its citizens. Further, the municipality has an immediate need for, and expects to make immediate use of, substantially all such equipment, which need is not temporary or expected to diminish in the foreseeable future. Such equipment will be used by the municipality only for the purpose of performing one or more of the municipality's governmental or proprietary functions consistent with the permissible scope of its authority.

Signature



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

MEMORANDUM

TO: Nowthen Mayor and City Council

FROM: Elizabeth Stockman

DATE: July 5, 2021

RE: Nowthen – CST Interim Use Permit – Outdoor Storage
Conditional Use Permit – Building Material Exception

FILE NO: 122.02 – 21.12

Planning and Zoning Commission (PZ) June 22, 2021

The Commission recommended by a vote of 7-0 that the Interim Use Permit for outdoor storage be approved and that the City Council hold a public hearing to allow an exception in building materials per Section 11-5-3.K of the City Code, requiring that the applicant shall have the burden of demonstrating that:

- a. The proposed building maintains the quality in design and materials intended by this Chapter.
- b. The proposed building design and materials are compatible and in harmony with other structures within the district.
- c. The justification for deviation from the requirements of this Section shall not be based on economic considerations.

The Commission discussed the building materials at length and agreed that the 7 feet of brick wainscot along the warehouse sides looked awkward and that maintaining the 3 foot wainscot around the office and 4 foot along the warehouse's north and west sides would look the best. In addition, the PZ recommended that as a means of increasing the overall brick, the front door should be framed in brick. The insulated wall panels, stamped to look like stucco, are of a higher quality than typical sheet metal siding and represent 58% of the wall area. The brick, windows and wood (cement board) products represent 42% of the total wall area.

Conditions

The number of trucks were limited as a condition of approval, as were the parking of inoperable/unlicensed vehicles, review and approval of the stormwater plan, MnDot access permit and changes to the locations/quantity of brick.

Plat

The plat is not on the agenda as it still is not compliance with the City's Stormwater Mgmt. Plan. It is expected for the August meeting.

60-Day Letter

A 60-day letter was sent which extends the review period to September 4th.

c: Lori Streich, City Clerk
Ellen Lendl, Deputy Clerk
Lisa Lorensen, Admin. Assistant
Shane Nelson, City Engineer
Bob Ruppe, City Attorney

**CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA**

**CITY COUNCIL
FINDINGS & DECISION**
Toft /CST Interim Use Permit
(Outdoor Storage and CUP for deviation from building material stds.)

APPLICANTS: Chad and Megan Toft, CST Companies/MMT Holdings LLC
Wirz Family, Property Owners 204xx St. Francis Blvd.

APPLICATION: Request for approval of an Interim Use Permit for outdoor storage of trucks and trailers in association with the office/warehouse use.

Request for approval of a Conditional Use Permit to allow deviation from building material standards.

CITY COUNCIL MEETING: July 13, 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 THAT PRT OF NW1/4 OF NE1/4 OF SEC 24 TWP 33 RGE 25 LYG ELY OF C/L OF ST HWY NO 47, EX THAT PRT LYG WITHIN S 300 FT OF W 841 FT OF SD 1/4,1/4 (AS MEAS ALG W & S LINES THEREOF), ALSO EX RD, SUBJ TO EASE OF REC

AND

THE NE1/4 OF NE1/4 OF SEC 24 TWP 33 RGE 25, SUBJ TO EASE OF REC;

Whereas, the Subject Property is located at 204xx St. Francis Boulevard and has a parcel ID of 24-33-25-12-0005 and 24-33-25-11-0001;

Whereas, the Subject Property is 70.25 acres (front parcel is 30.38 acres) in size;

Whereas, the applicant wishes to construct a 32,625 SF office/warehouse ;

Whereas, the applicant wishes to store trucks and trailers on site which requires approval of an Interim Use Permit under Section 11-3-9.D.4;

Whereas, the applicant will be constructing a portion of a 66 foot local street to meet the minimum standards of the Nowthen Subdivision Ordinance;

Whereas, the applicant will be constructing a stormwater pond on Lot 1, Block 2 to accommodate and control stormwater on the property;

Whereas, the proposed use is consistent with the City's 2040 Land Use Plan and the policies and provisions of the Zoning Ordinance;

Whereas, the Planning Report dated June 16, 2021, prepared by the City Planner, The Planning Company LLC, is incorporated herein;

Whereas, the Engineering Review dated May 18, 2021, prepared by the City Engineer, Hakanson Anderson, 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 regular meetings on May 25, 2021 and June 22, 2021. The Commission voted 7-0 in favor of the IUP for outdoor storage.

Whereas, the Nowthen City Council held a public hearing, preceded by a published and mailed notice, and considered the Conditional Use Permit request at their regular meeting on July 13, 2021 and made a finding that the proposed deviation in building materials meets the following criteria outlined in Section 11-5-3.K of the City Code, requiring that the applicant to demonstrate that:

- a. The proposed building maintains the quality in design and materials intended by this Chapter.
- b. The proposed building design and materials are compatible and in harmony with other structures within the district.
- c. The justification for deviation from the requirements of this Section shall not be based on economic considerations.

DECISION: Based on the foregoing information and applicable ordinances, the City Council approves an **Interim Use Permit for Outdoor Storage** and a **Conditional Use Permit** to allow deviation in building material requirements, subject to the following:

1. The request meets all Interim Use Permit requirements of Section 11-3-9.D.4 of the Nowthen City Code.
 - a. Limiting the height, size, or location of buildings.
 - b. Controlling the location and number of vehicle access points.
 - c. Providing for a sufficient number of off-street parking spaces.
 - d. Limiting the number, size, location, or lighting of signs.
 - e. Requiring diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.

2. The number of semi-truck/trailer combinations to be parked on the site shall be limited to thirty-five (35) plus up to five (5) forklifts to move products to/from the warehouse to/from the trailers.
3. Inoperable and/or unlicensed vehicles or trailers of any kind shall not be parked on site for more than seven (7) days and shall be located behind the ten (10) foot screening fence or inside the building. If repairs or acquiring parts for disabled trucks or trailers, or insurance claims involving vehicles in accidents, will take longer than seven (7) days, the property owner shall notify the City of Nowthen. Brand new, operable and not yet licensed vehicles may be parked on site as an exception to this requirement.
4. The amount of brick is expanded around the front door, the three (3) foot wainscot is maintained on the office walls, while the wainscot on the warehouse is reduced to four (4) feet.
5. The processing and coloring of wood products or biproducts is not permitted inside the building or anywhere on the site's exterior.
6. The public street, entitled 204th Avenue NW, is constructed to City Standards and accepted by the City in accordance with the approved development agreement. The street must be dedicated to the City as part of the pending plat(s).
7. The stormwater pond on the same parcel as the CST Warehouse/Office Building is constructed according to the approved grading, drainage and erosion control plan and the approved development agreement as part of the site work for Lot 1, Block 2.
8. All grading, drainage and street construction plans shall be subject to review and approval by the City Engineer. **NO BUILDING PERMIT SHALL BE ISSUED UNTIL THE CITY ENGINEER HAS APPROVED THE OVERALL GRADING AND STORMWATER PLAN FOR THE SITE.**
9. The proposed access point onto Highway 47 shall be reviewed and approved by MNDOT and comply with all requirements of an access permit. A temporary access permit to allow driveway access to St. Francis Blvd. for a limited time period may be acquired if beneficial for the property owner.
10. All open, off-street parking shall have a continuous concrete perimeter curb barrier around the entire parking lot as required by Section 11-6-2.K.4.a, unless waived by the City Engineer.
11. The driveway width is allowed up to 32 feet wide per Section 11-6-2.F.2 as may be allowed by the City Engineer.
12. All septic sites shall be protected by orange construction fencing prior to grading commencing. All ISTS shall be subject to review and approval by MNspect.

13. Well placement is subject to MN Dept. of Health permit requirements and MN rules.
14. All existing healthy trees on the site shall be preserved to the maximum extent feasible. All landscaping shall be planted and maintained in healthy condition at all times.
15. The screening fence shall be a 10-foot solid metal fence, tan in color with a brown cap, on the north and west sides of the outdoor storage area. Fence specifications (over 7 feet) shall be submitted for building permit approval.
16. The east and south sides of the outdoor storage area shall be screened with a 6-foot chain link fence with privacy slats.
17. A signage plan shall be submitted for review and approval of the City Planner and any signs shall require building permits.
18. The maximum area of impervious land coverage, to include the building and all paved or impervious surfaces, shall not exceed seventy (70%) percent of the total lot area.
19. The project shall require a development agreement and some type of financial assurances that the supporting features (local road and stormwater pond) will be constructed.
20. All development, construction, and uses shall be in accordance with the approved plan and conditions required by the City Council. Any development not in accordance with the approved plan and conditions shall require preparation of revised plans and approval by the City Council.
21. All costs associated with the review of the submitted plan(s) and any other costs generated by the City or its representatives are the responsibility of the applicants, including legal, administrative, and professional costs incurred through consideration of the subdivision request.
22. An interim use shall terminate on the happening of any of the following events, whichever occurs first:
 - a. The date or event stated in the permit as determined by the City Council.
 - b. Upon violation of conditions under which the permit was issued.
 - c. The interim use permit shall terminate upon a change of occupancy or ownership of the principal use.

- d. The use or operation is discontinued for a period of one (1) year. This does not apply to a specific part of a use or operation, or a single event, when the remainder of the use or operation has been on-going.
 - e. If no other time is specified in the Interim Use Permit, an interim use approved by the City Council must be exercised or put into effect within one (1) year of the date of approval, by fulfilling each and every condition attached thereto, or 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 Administration may approve an extension which shall not exceed ninety (90) days whereafter consideration by the City Council may require reapplication and approval of the interim use.
23. The City Council may revoke a conditional use permit or an interim use permit upon violation of any condition of the permit, any City ordinance, any law of the State of Minnesota, or any law of the United States.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

ADOPTED by the City Council of the City of Nowthen this 13th day of July 2021.

CITY OF NOWTHEN

By: _____
Mayor Jeff Pilon

Attest: _____
Lori Streich, City Clerk

**CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA**

**PLANNING & ZONING COMMISSION
FINDINGS & RECOMMENDATION**
Toft /CST Interim Use Permit
(Outdoor Storage)

APPLICANTS: Chad and Megan Toft, CST Companies/MMT Holdings LLC
Wirz Family, Property Owners 204xx St. Francis Blvd.

APPLICATION: Request for approval of an Interim Use Permit for outdoor storage of trucks and trailers in association with the office/warehouse use.

PLANNING & ZONING COMMISSION MEETING: June 22, 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:

Whereas, the legal description of the Subject Property is THAT PRT OF NW1/4 OF NE1/4 OF SEC 24 TWP 33 RGE 25 LYG ELY OF C/L OF ST HWY NO 47, EX THAT PRT LYG WITHIN S 300 FT OF W 841 FT OF SD 1/4,1/4 (AS MEAS ALG W & S LINES THEREOF), ALSO EX RD, SUBJ TO EASE OF REC

AND

THE NE1/4 OF NE1/4 OF SEC 24 TWP 33 RGE 25, SUBJ TO EASE OF REC;

Whereas, the Subject Property is located at 204xx St. Francis Boulevard and has a parcel ID of 24-33-25-12-0005 and 24-33-25-11-0001;

Whereas, the Subject Property is 70.25 acres (front parcel is 30.38 acres) in size;

Whereas, the applicant wishes to construct a 32,625 SF office/warehouse ;

Whereas, the applicant wishes to store trucks and trailers on site which requires approval of an Interim Use Permit under Section 11-3-9.D.4;

Whereas, the applicant will be constructing a portion of a local street to meet the minimum standards of the Nowthen Subdivision Ordinance;

Whereas, the applicant will be constructing a stormwater pond to accommodate and control stormwater on the property;

Whereas, the proposed use is consistent with the City's 2040 Land Use Plan and the policies and provisions of the 2040 Comprehensive Plan;

Whereas, the Planning Report dated June 16, 2021, prepared by the City Planner, The Planning Company LLC, is incorporated herein;

Whereas, the Engineering Review dated May 18, 2021, prepared by the City Engineer, Hakanson Anderson, 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 regular meetings on May 25, 2021 and June 22, 2021.

RECOMMENDATION: Based on the foregoing information and applicable ordinances, the Planning & Zoning Commission approves an **Interim Use Permit for Outdoor Storage**, subject to the following:

1. The request meets all Interim Use Permit requirements of Section 11-3-9.D.4 of the Nowthen City Code.
 - a. Limiting the height, size, or location of buildings.
 - b. Controlling the location and number of vehicle access points.
 - c. Providing for a sufficient number of off-street parking spaces.
 - d. Limiting the number, size, location, or lighting of signs.
 - e. Requiring diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
2. The number of semi-truck/trailer combinations to be parked on the site shall be limited to thirty-five (35) plus up to five (5) forklifts to move products to/from the warehouse to/from the trailers.
3. Inoperable and/or unlicensed vehicles or trailers of any kind shall not be parked on site for more than seven (7) days and shall be located behind the ten (10) foot screening fence or inside the building. If repairs or acquiring parts for disabled trucks or trailers, or insurance claims involving vehicles in accidents, will take longer than seven (7) days, the property owner shall notify the City of Nowthen. Brand new, operable and not yet licensed vehicles may be parked on site as an exception to this requirement.
4. The City Council shall hold a public hearing to consider a Conditional Use Permit (CUP) to allow exception to the building material requirements as outlined in Section 11-5-3.K of the City Code, requiring that the applicant shall have the burden of demonstrating that:
 - a. The proposed building maintains the quality in design and materials intended by this Chapter.
 - b. The proposed building design and materials are compatible and in harmony with other structures within the district.

- c. The justification for deviation from the requirements of this Section shall not be based on economic considerations.
- 5. The amount of brick is expanded around the front door, the three (3) foot wainscot is maintained on the office walls, while the wainscot on the warehouse is reduced to four (4) feet.
- 6. The processing and coloring of wood products or biproducts is not permitted inside the building or anywhere on the site's exterior.
- 7. The public street, entitled 204th Avenue NW, is constructed to City Standards and accepted by the City in accordance with the approved development agreement. The street must be dedicated to the City as part of the pending plat(s).
- 8. The stormwater pond on the same parcel as the CST Warehouse/Office Building is constructed according to the approved grading, drainage and erosion control plan and the approved development agreement as part of the site work for Lot 1, Block 2.
- 9. All grading, drainage and street construction plans shall be subject to review and approval by the City Engineer. **NO BUILDING PERMIT SHALL BE ISSUED UNTIL THE CITY ENGINEER HAS APPROVED THE OVERALL GRADING AND STORMWATER PLAN FOR THE SITE.**
- 10. The proposed access point onto Highway 47 shall be reviewed and approved by MNDOT and comply with all requirements of an access permit. A temporary access permit to allow driveway access to St. Francis Blvd. for a limited time period may be acquired if beneficial for the property owner.
- 11. All open, off-street parking shall have a continuous concrete perimeter curb barrier around the entire parking lot as required by Section 11-6-2.K.4.a, unless waived by the City Engineer.
- 12. The driveway width is allowed up to 32 feet wide per Section 11-6-2.F.2 as may be allowed by the City Engineer.
- 13. All septic sites shall be protected by orange construction fencing prior to grading commencing. All ISTS shall be subject to review and approval by MNspect.
- 14. Well placement is subject to MN Dept. of Health permit requirements and MN rules.
- 15. All existing healthy trees on the site shall be preserved to the maximum extent feasible. All landscaping shall be planted and maintained in healthy condition at all times.

16. The screening fence shall be a 10-foot solid metal fence, tan in color with a brown cap, on the north and west sides of the outdoor storage area. Fence specifications (over 7 feet) shall be submitted for building permit approval.
 17. The east and south sides of the outdoor storage area shall be screened with a 6-foot chain link fence with privacy slats.
 18. A signage plan shall be submitted for review and approval of the City Planner and any signs shall require building permits.
- ~~19. The photometric lighting plan is updated to show no more than .5 footcandles at the property lines and the plans will be subject to review and approval of the City Planner.~~
- 20.19. The maximum area of impervious land coverage, to include the building and all paved or impervious surfaces, shall not exceed seventy (70%) percent of the total lot area.
- 21.20. The project shall require a development agreement and some type of financial assurances that the supporting features (local road and stormwater pond) will be constructed.
- 22.21. All development, construction, and uses shall be in accordance with the approved plan and conditions required by the City Council. Any development not in accordance with the approved plan and conditions shall require preparation of revised plans and approval by the City Council.
- 23.22. All costs associated with the review of the submitted plan(s) and any other costs generated by the City or its representatives are the responsibility of the applicants, including legal, administrative, and professional costs incurred through consideration of the subdivision request.
- 24.23. An interim use shall terminate on the happening of any of the following events, whichever occurs first:
- a. The date or event stated in the permit as determined by the City Council.
 - b. Upon violation of conditions under which the permit was issued.
 - c. The interim use permit shall terminate upon a change of occupancy or ownership of the principal use.
 - d. The use or operation is discontinued for a period of one (1) year. This does not apply to a specific part of a use or operation, or a single event, when the remainder of the use or operation has been on-going.

e. If no other time is specified in the Interim Use Permit, an interim use approved by the City Council must be exercised or put into effect within one (1) year of the date of approval, by fulfilling each and every condition attached thereto, or 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 Administration may approve an extension which shall not exceed ninety (90) days whereafter consideration by the City Council may require reapplication and approval of the interim use.

25.24. The City Council may revoke a conditional use permit or an interim use permit upon violation of any condition of the permit, any City ordinance, any law of the State of Minnesota, or any law of the United States.

MOTION BY: Dale Ames

SECOND BY: Harold Jorgensen

ALL IN FAVOR: 7

THOSE OPPOSED: 0

ADOPTED by the Planning and Zoning Commission of the City of Nowthen this 22nd day of June 2021.

CITY OF NOWTHEN

By: _____
Chair Dale Ames

Attest: _____
Lori Streich, City Clerk



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

June 16, 2021

Chad and Megan Toft
CST Companies LLC
11717 205th Avenue NW
Elk River, MN 55330

RE: Nowthen – Toft Preliminary Plat and CST Site Development
TPC FILE: 122.02 – 21.11/21.12

Dear Mr. and Mrs. Toft,

This office serves as the City Planner for the City of Nowthen. The City received application for a Preliminary Plat on May 3, 2021 and an application for an Interim Use Permit on May 4, 2021 to allow outdoor storage associated with the new CST Office/Warehouse Building. The City Council has 60 days in accordance with Minnesota Statute 15.99 to consider the application and take action to approve or deny the request. The Statute also allows the City to extend the review period an additional 60 days if needed to complete its investigation of the application and make a decision.

This letter shall serve as notice that the City is extending the review period an additional 60 days in accordance with Minnesota Statutes 15.99. The IUP request will be presented to the Planning and Zoning Commission on June 22, 2021 and both requests will go before the City Council on July 13, 2021.

The official deadline for City Council action on the request shall be **September 4, 2021**.

Thank you for working with the City of Nowthen and please contact me for any assistance you require regarding the application or with any questions regarding this notice.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Stockman".

Elizabeth Stockman
THE PLANNING COMPANY LLC

c. Lori Streich, City Clerk

Allied Blacktop Company

10503 89th Avenue North
Maple Grove, MN 55369

Phone: 763-425-0575
FAX: 763-424-6791
Cell: 612-834-0488
www.alliedblacktopmn.com



8188 199th Ave NW, Nowthen MN 55330

Liz Stockman

liz.stockman@planningco.com

Date 7-1-2021

199th Ave NW

Tax, Labor, Furnish and Install Material. Add 1% for bonding if necessary.

Bid

270 feet x 24 feet Road Paving 720 SY

Grade existing class 5 Roadway

Pave

2-inch 820 SY SPNWB230C

Tack CSS1-H

1.5-inch 820 SY SPWEA24C

3 driveway approaches 10 foot by with of driveway 100 SY

Shoulder 565 LF 2-foot Class 2

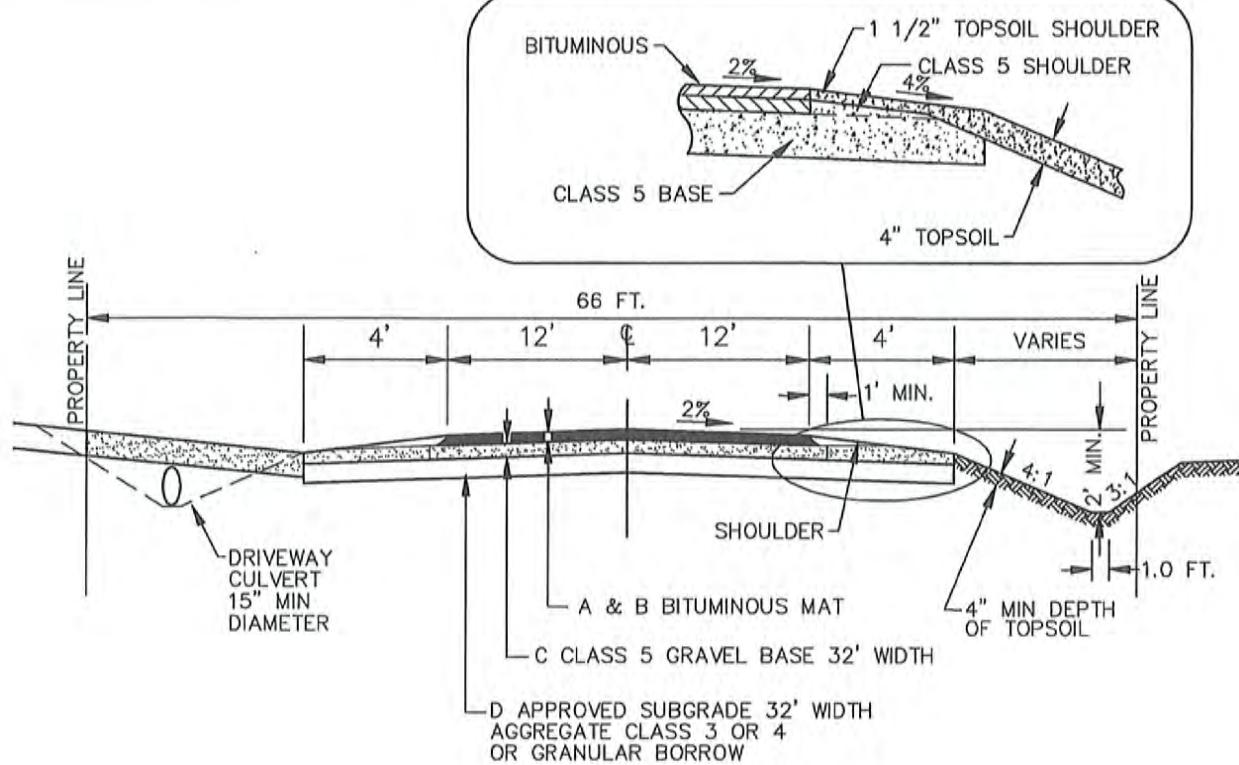
HWY 47 approach paid for by MNDOT

Total \$32,303.00

NOTE: Price reflects 2 mobilization to complete work quoted.

Blair Jenson
Allied Blacktop Company
Phone: 612-834-0488
blair@alliedblacktopmn.com





LEGEND					
AASHTO SUBGRADE SOIL CLASS	SOIL R VALUE	BITUMINOUS SURFACE	AGGREGATE BASE	SUBGRADE	
		WEAR 2360 SPWEA240C A	NON-WEAR 2360 SPNWB230C B	CLASS 5/6 3138 C*	CLASS 3/4 3138 D*
A-3	R-70	** 1 1/2"	** 2"	** 6"	-
A-4	R-20	1 1/2"	2"	8"	-
A-6	R-15	1 1/2"	2"	6"	6"
A-7	R-10	1 1/2"	2"	6"	12"
	R-5	1 1/2"	2"	6"	18"

* BASE AND SUBGRADE TO BE REVIEWED BY QUALIFIED SOILS ENGINEER

** MINIMUM ALLOWABLE DESIGN THICKNESS

LOCAL RESIDENTIAL RURAL STREET SECTION

NO SCALE

APPROVED

City of Nowthen

STANDARD PLATE NO.
101



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

MEMORANDUM

TO: Nowthen Mayor and City Council

FROM: Elizabeth Stockman

DATE: July 2, 2021

RE: Nowthen – Ordinance Amendments

FILE NO: 122.01

Proposed Ordinance 2021-02

1. Landscaping/Grading/Erosion Control Escrow – Changes to Ordinance 2021-02 made per the direction at the City Council's June 8, 2021 meeting.
 - a. Monitoring of erosion control during and after construction (increased MS4 requirements/changes coming this year). Silt fencing is required to be left in place until permanent vegetation has been established.
 - b. To ensure grading is completed as was approved/shown on plans
 - c. To ensure the property is stabilized (grass is established/growing) or adequate erosion control protections are left in place until the following spring
 - d. Escrow of \$2000 suggested per residential building permit/parcel (new construction) and \$1,000 for single family alterations
 - e. Escrow Agreement form would be signed by the property owner and a copy of the inspection checklist provided for reference
2. Landscaping/Grading/Erosion Control Escrow – NON-RESIDENTIAL/COMMERCIAL/INDUSTRIAL – Minimum \$2,000 escrow or the City Engineer would establish an amount required for letter of credit or cash escrow to ensure grading/landscaping is completed according to plans. The escrow agreement shall be signed if there is not a development agreement. If a property owner or developer constructs buildings but then the grading and stormwater ponds are not completed, the amount held would need to be enough for the City to go in and complete the site work.

Proposed Ordinance 2021-03 and Resolution 2021-____.

At the May 11, 2021 City Council meeting the topic of Architectural Design Standards was discussed. All Councilmembers agreed that additional details governing architectural control would be positive for the commercial zoning district and Mayor Pilon stated that he would discuss a possible development moratorium with Attorney Ruppe. In light of a recent inquiry for development of a chain store within the community, the need for a moratorium has again come to light.

Attorney Ruppe drafted the required Ordinance and Resolution (attached) with the assistance of TPC and has stated the following:

Please note that the City must initiate a moratorium by adopting an ordinance (interim ordinance). See Minn. Stat. § 462.355, subd. 4(a). The interim ordinance may regulate, restrict, or prohibit any use, development, or subdivision within the city or a portion of the city for a period not to exceed one year from the effective date of the ordinance. No notice or hearing is generally necessary before an interim ordinance is enacted. However, a public hearing must be held if the proposed interim ordinance regulates, restricts or prohibits livestock production (feedlots) or “housing proposals” as defined in the statute neither of which applies in this case. See Minn. Stat. § 462.355, subd. 4(b) and (c). There is no publication requirement for this type of ordinance.

Proposed Ordinance 2021-04

See accessory building language which lacks clarity for which comments have been noted regarding areas to be addressed. Pending direction, a hearing for possible draft ordinance language will be presented at the Planning and Zoning Commission meeting in July.

c: Lori Streich, City Clerk
Ellen Lendl, Deputy Clerk
Lisa Lorensen, Admin. Assistant
Shane Nelson, City Engineer

**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.	<u>Grading, Landscaping and Construction Escrow</u> <u>(Compliance with MPCA NPDES, National Pollutant Discharge Elimination System in compliance with City Code Section 9-4-5.F and G)</u>	
a.	<u>Single Family New Construction</u> <u>(Low Priority Uses):</u> <u>NPDES Inspection Fee</u> <u>NPDES Inspection/Compliance Escrow</u>	<u>\$ 200/lot</u> <u>\$2,000/lot</u>
b.	<u>Single Family Alterations</u> <u>(Low Priority Uses):</u> <u>NPDES Inspection Escrow for separate grading permits or any other land disturbing activities which, in whole or in part, encompass 10,000 SF or more, but do not exceed one (1) acre (43, 560 SF).</u>	<u>\$ 200/project</u> <u>\$1,000/project</u>
c.	<u>All Other Uses (High Priority Uses):</u> <u>NPDES Inspection Escrow for all new non-residential principal or accessory buildings, building additions, platted subdivisions, grading permits, mining permits and all land disturbing activities.</u>	<u>\$2,000/lot minimum or as required by the City 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. 1. 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, ~~the~~ 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 ensure 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.

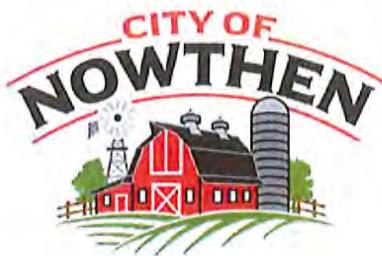
SECTION 3. This Ordinance shall be effective immediately upon its passage and publication.

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

Jeff Pilon, Mayor

ATTEST:

Lori Streich, City Clerk



GRADING & LANDSCAPING ESCROW

8188 199TH AVENUE NW, NOWTHEN, MN 55330

(763) 441-1347

RETURN TO: PERMITS@NOWTHENMN.NET

Property Address: _____

PID or Legal Description: _____

Fee Amount Paid: \$200 (Residential Projects Only)

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

APPLICATION FEES & ESCROW AMOUNTS

Escrow amounts will be in accordance with the City's fee schedule contained in Section 1-2-2 of the City Code and outlined as follows:

- **Single Family New Construction:** NPDES Inspection Escrow for new homes (\$200 fee/\$2,000 escrow per lot)
- **Single Family Alterations:** NPDES Inspection Escrow for separate grading permits, building additions, or any other land disturbing activities which, in whole or in part, disturb 10,000 SF or more but do not exceed one (1) acre (43,560 SF).
(\$200 fee/\$1,000 escrow per project)
- **All Other Uses:** NPDES Inspection Escrow for all new principal or accessory buildings, building additions, platted subdivisions, grading permits, mining permits and all land disturbing activities.
(\$2,000/lot minimum or as required by the City Engineer)

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.
- A series of three (3) inspections will be required, unless non-compliance with grading, drainage, erosion control or site stabilization/landscaping requirements necessitates additional inspections. Any re-inspections or required inspections exceeding three (3) shall be deducted from the escrow.
- Per Section 9-4-6.A of the City Code, **the permittee shall notify the City of Nowthen at least two (2) working days BEFORE the following:**
 1. Start of construction, erosion control measures are in place
 2. Mid-Construction
 3. Final grading and final landscaping is completed

Note: Any work not completed due to seasonal or weather-related constraints by the end of the construction season, shall be stabilized using a heavy mulch layer or another method that does not require germination to control erosion (Section 9-4-5.B).

NPDES EXCEPTIONS

- The NPDES Escrow can be waived for deck permits, above-ground pools, driveway grading, small accessory buildings or other projects with minimal land disturbance of less than 10,000 SF.
- A NPDES escrow is not required for ISTS (Individual Sewage Treatment System) permits.

USE OF NPDES/GRADE/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.
- 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.
- 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 (ESC) 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: _____



CONSTRUCTION SITE CHECKLIST **(SINGLE FAMILY RESIDENTIAL &** **LOW PRIORITY PROJECTS)**

Project Name/ Property Owner				
Property Address				
Date of Inspection				
Inspector's Name				
Phase:	<input type="checkbox"/> Pre-Construction <input type="checkbox"/> Active Construction <input type="checkbox"/> Reinspection <input type="checkbox"/> Final Inspection			

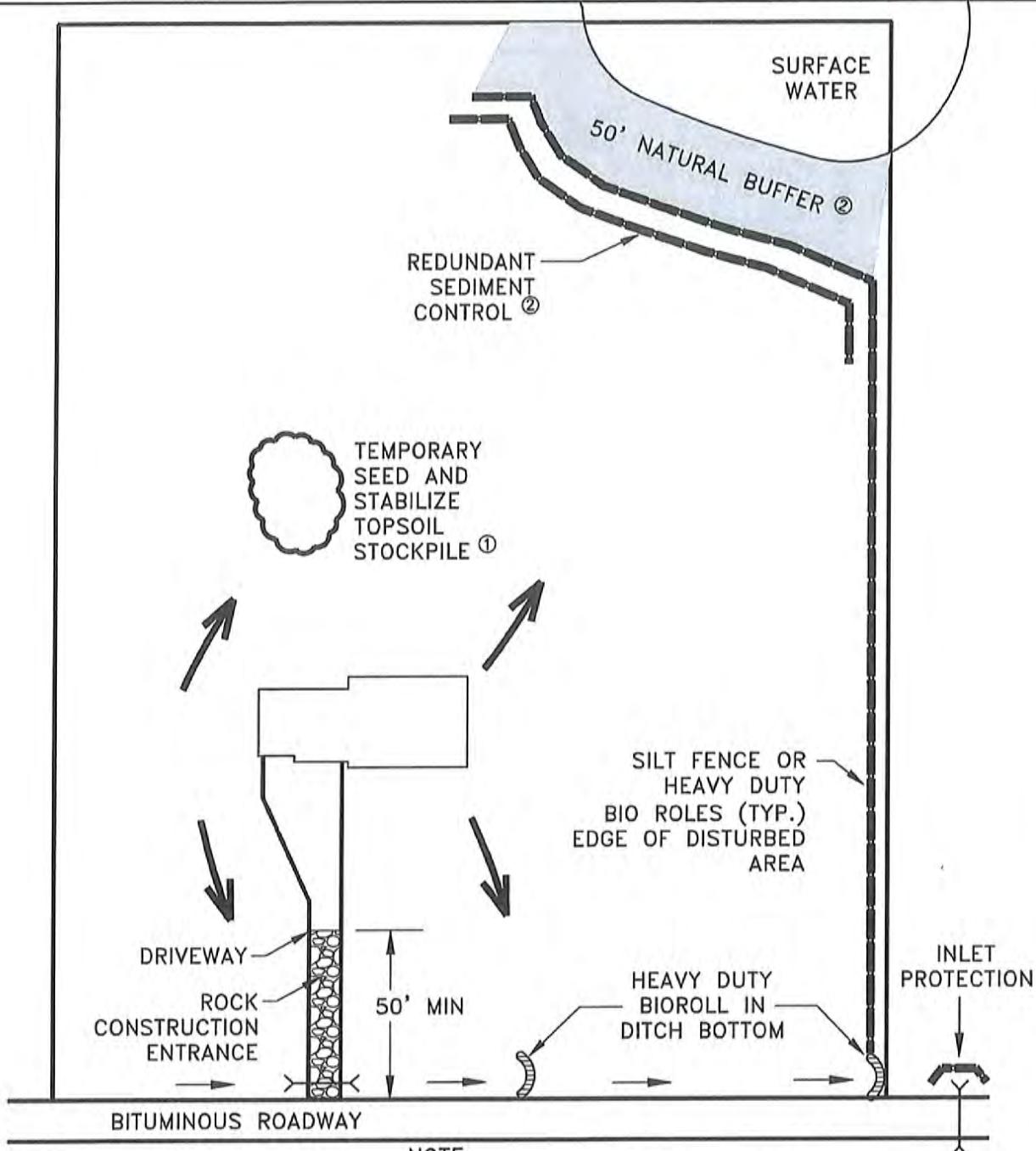
PRE-CONSTRUCTION AND ACTIVE CONSTRUCTION INSPECTIONS **(2 inspections, unless non-compliance requires additional staff visits)**

Implemented?	Grading & Erosion Control Activity	Corrective Actions Needed/Notes:
<input type="checkbox"/> Yes <input type="checkbox"/> No	All slopes and disturbed areas not actively being worked shall be properly stabilized; this includes soil stockpiles and any area of the site where work has temporarily or permanently ceased for a period fourteen (14) days (Section 9-4-5.B).	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Perimeter controls (silt fence) and sediment barriers shall be adequately installed (keyed into substrate) and maintained around the downgradient perimeter of the project site and all disturbed areas, including upgradient areas of all wetlands (see attached graphics from the City's Engineering Manual).	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Ditches, swale bottoms, culverts and all stormwater control channels, ponds and devices are protected with silt fence or silt rolls.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Wetlands, lakes, rivers, streams and all stormwater ponds are protected with double rows of sediment controls if a natural, vegetated buffer area is not present where stormwater flows to surface waters within 50 feet of disturbed areas.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	A rock construction entrance/exit is in place and is preventing sediment from being tracked onto adjacent roadways (see attached graphics from the City's Engineering Manual).	
<input type="checkbox"/> Yes <input type="checkbox"/> No	All liquid and solid wastes generated by washout operations (concrete, paint, stucco, form release oils, etc.) is contained on site, with no potential for runoff into adjacent ponds or onto the public street.	

FINAL SITE STABILIZATION & LANDSCAPING INSPECTION
(1 inspection, unless non-compliance requires additional staff visits)

Complete?	Final Grade, Soil Stabilization & Landscaping (after final stabilization to verify compliance with Grading Plan as required under Section 9-4-6.D.)	Corrective Actions Needed/Notes:
<input type="checkbox"/> Yes <input type="checkbox"/> No	The site must be final-graded and soils stabilized with hard-scaping, turf, planting areas which are mulched or other erosion control methods prior to releasing the grading permit security/escrow.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	All erosion control shall remain in place until the site is sodded or seeded/mulched and the <u>turf is actively growing</u> (uniform perennial vegetation with a density of 70% on all exposed soils). Sloped areas may not exceed a 3:1 slope (Section 9-4-5.A). Slopes which are seeded must include a layer of protection such as straw, erosion control matting or shall be hydroseeded.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	The site is graded according to the approved site plan.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	A minimum of 15-25 feet is maintained around all wetlands per Section 11-4-20.D.10 as a buffer of <u>unmowed</u> natural vegetation. Sites which contain ditches shall maintain a 16.5 foot vegetated buffer per MN Statute 103.E.021 Subd. 6. Sites which contain public waters (as shown on the attached map) shall maintain a fifty (50) foot vegetated buffer per Section 2.5 of the City's Stormwater Mgmt. Plan.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	All areas around the foundation perimeter and any walkout openings must have positive drainage (2% slope) away from the structure per the MN State Building Code.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Retaining wall(s) are installed according to plans and a building permit was obtained for walls higher than four (4) feet.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any required tree plantings have been installed at the proper size/height and appear healthy (RRT District).	
<input type="checkbox"/> Yes <input type="checkbox"/> No	The driveway is surfaced with gravel, asphalt or concrete and may not exceed 30 feet in width at the street (City Code Section 11-6-2.F.1 and K.1).	
<input type="checkbox"/> Yes <input type="checkbox"/> No	The driveway culvert (if required) is installed in the location shown on plans and at the correct length, diameter and type as approved by the City Maintenance Supervisor (see driveway permit), MNDOT or Anoka County (a copy of the access permit shall be provided to the City).	
<input type="checkbox"/> Yes <input type="checkbox"/> No	The street(s) are free of any sediment/debris.	

Any work not completed due to seasonal or weather-related constraints by the end of the construction season, shall be stabilized using a heavy mulch layer or another method that does not require germination to control erosion (Section 9-4-5.B).



NOTE:

① TEMPORARY TOPSOIL STOCKPILES
SHALL NOT BE LOCATED IN DRAINAGE SWALES.

② IF 50' NATURAL BUFFER IS NOT PRACTICAL,
REDUNDANT SEDIMENT CONTROLS ARE REQUIRED.

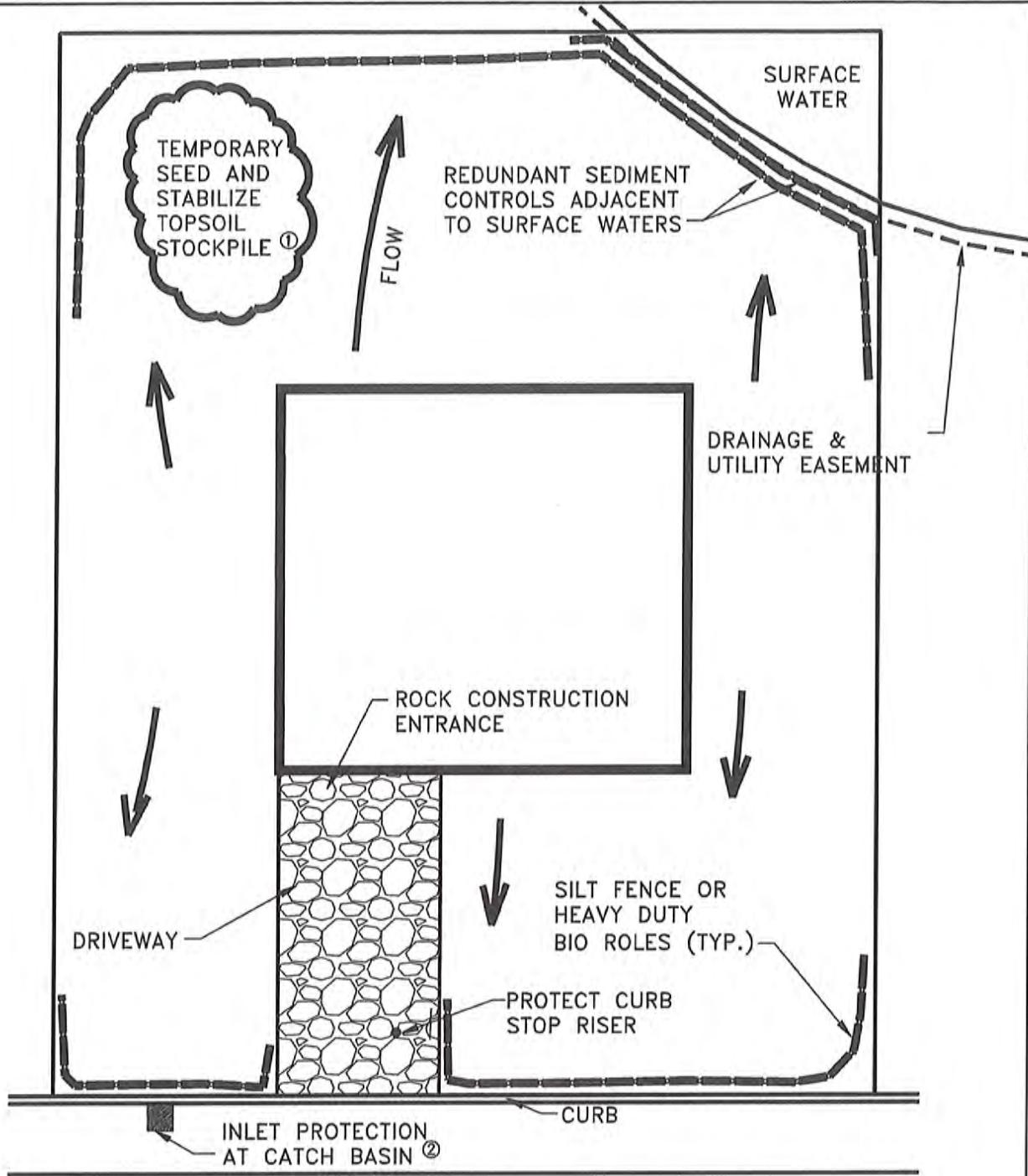
TYPICAL LOT SEDIMENT CONTROL - RURAL

NO SCALE

APPROVED

City of Nowthen

STANDARD PLATE NO.
504



NOTE:

① TEMPORARY TOPSOIL STOCKPILES
SHALL NOT BE LOCATED IN CURB
AND GUTTER OR DRAINAGE SWALES.

② INLET PROTECTION SHALL
BE REMOVED
PRIOR TO WINTER FREEZE.

TYPICAL LOT SEDIMENT CONTROL – URBAN
NO SCALE

APPROVED

City of Nowthen

STANDARD PLATE NO.
505

2.5 MnDNR Protected Waters, Wetlands and Water Courses

The Minnesota Department of Natural Resources (MnDNR) has designated certain waters of the state as public waters (Minn. Rules 6115.1060). MnDNR “Protected Waters and Wetlands” maps show public waters within the City. A MnDNR permit is required for work within a designated public water.

Figure 2-3 shows the protected waters, wetlands, and water courses located in the City. Sections 2.5.1, 2.5.2, and 2.5.3 summarizes the protected lakes, wetlands, and watercourses in Nowthen.

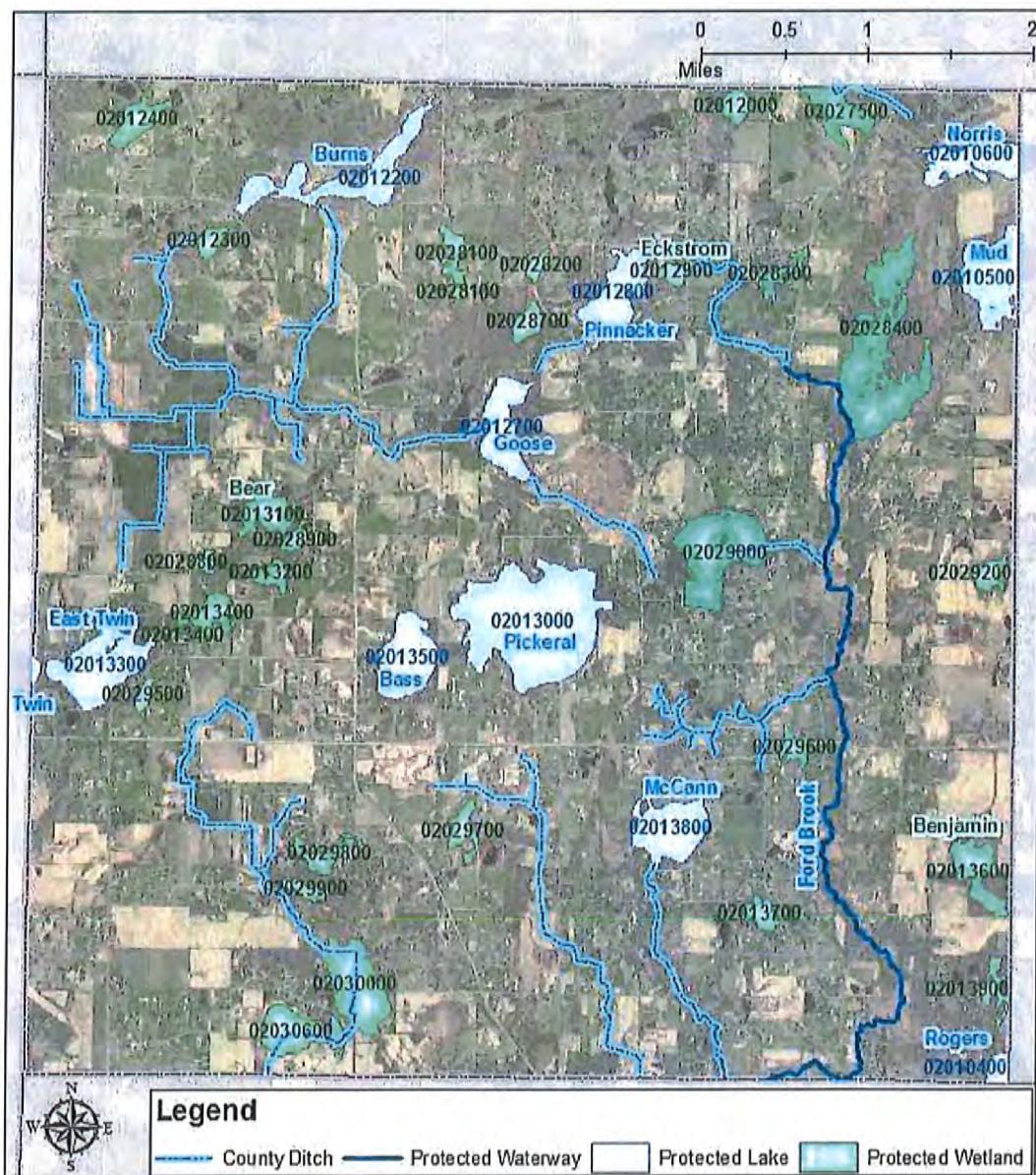


Figure 2-3. Protected Waters with Anoka County ditches

Concrete, patio, stucco and other washout guidance

National Pollutant Discharge Elimination System/State Disposal System Construction Stormwater Permit requirements

Use this guidance for managing all liquid and solid wastes generated by washout operations (concrete, stucco, paint, form release oils, curing compounds, and other construction materials) related to construction activity on National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) construction stormwater permitted sites. To protect water quality, the NPDES Construction Stormwater Permit requires best management practices (BMPs) for concrete and other washout wastes on construction sites.

Background

The chutes of concrete mixers and hoppers of concrete pumps are typically rinsed out after delivery of concrete. Tools, hand mixers and wheel barrows are also washed to prevent hardening. Hardened concrete is relatively benign. However, liquid concrete wash water is a caustic material due to a high pH and it contains hazardous metals such as chromium. These materials can leach into the ground and contaminate groundwater. The high pH can inhibit plant growth and harm aquatic life if the runoff migrates to a lake or stream. Solids from liquid waste that are improperly disposed of can clog storm drainpipes and cause flooding. In order to comply with the prohibition of discharging any materials other than treated stormwater, there must be a means to prevent the discharge of washout water from the cleanup of stucco, paint, form release oils, curing compounds, and other construction materials.

The Minnesota Pollution Control Agency (MPCA) believes that groundwater and surface water can be protected from liquid concrete and other washout wastes through proper use of BMPs at NPDES/SDS construction stormwater permitted sites. Installing washout facilities not only prevents pollution but also is a matter of good housekeeping at a construction site.

Washout at construction sites

Washout facilities are used to contain all concrete and liquid wash water generated by the construction activity. Liquid and solid washout wastes must be contained in a leak-proof container and cannot contact the ground. The washout containers should be covered to prevent exposure to rainfall and potential overflow.

Washout facilities should also be used for cleaning other cementitious (cement-like) construction materials from tools and equipment such as stucco, mortar, plaster and grout. Depositing the wash water into a container allows evaporation and hardening to occur for easier disposal and to prevent runoff of liquids.

While the Construction Stormwater Permit does not allow concrete chute rinse water to come into contact with the ground, the permit does allow the wasting, the end of the load of plastic structural concrete to come into contact with the ground. After drying,

Recover and recycle wash water back into the truck



the remaining solids may be used as a fill material, a component in recycled aggregate or any other commercially useful application. Up to 0.5 cubic yards of concrete solids may be managed/buried on-site. If concrete solids are buried on-site, they should be at least two feet below the surface and must not be buried within three feet of the groundwater table. Quantities larger than 0.5 cubic yards of concrete solids must either be managed with the rest of the site's solid wastes or obtain an approval from the MPCA's solid waste program for other beneficial use options.

There are circumstances where concrete washout may be allowed onto a prepared compacted roadbed. This allowance is intended for slip form paving type machines that cannot be readily moved off the paving area to a washout station. The area where wash water will flow onto must be compacted and will be paved over the next day. There must be a barrier of some type to keep the wash water on the compacted roadbed until it dries. This allowance is not intended for truck washouts.

A concrete washout sign must be installed at each temporary washout facility to inform the site personnel to use the designated facilities. The facility should be located close to the concrete pouring or mixing operation and be easily accessible by concrete mix trucks. It is also important to locate the facility so that spills or overflows will be directed away from storm drain inlets, curb and gutters, water conveyances or surface waters. The facility will need to be inspected regularly for leaks, damage, or potential overflow and receive regular maintenance.

Washing of applicators and containers used for paint, concrete, or other materials

The permittee must comply with the prohibition of discharges other than stormwater (Item 2.3) that includes the washout and cleanout of stucco, paint, concrete, form release oils, curing compounds, and other construction materials. The permittee must provide effective containment for all liquid and solid wastes generated by washout operations and provide an effective means to eliminate the discharge of these wastes to the site or receiving waters. To comply, the permittee should evaluate and incorporate methods in the Stormwater Pollution Prevention Plan to prevent these discharges such as:

1. Direct all wash water into a leak-proof container or leak-proof pit. The container or pit must be designed so that no overflows can occur due to inadequate sizing or precipitation
2. Handle washout or cleanout wastes as follows:
 - Do not dump liquid wastes in storm sewers
 - Dispose of liquid wastes properly
 - Remove and dispose of hardened concrete waste consistent with the handling of other construction wastes
3. Locate any washout or cleanout activities as far away as possible from surface waters and stormwater inlets or conveyances, and, to the extent practicable, designate areas to be used for these activities and conduct such activities only in these areas.

Self-contained washout facility



Best management practices

There are many BMP options for disposal of liquid and solid wastes from washout activities. Many ready mix trucks are now equipped with the ability to collect chute wash water and solids and return them to the concrete plant for recycling or re-use.

Services are also available for hire that deliver a prefabricated washout container to collect concrete chute rinse water as well as wash water from tools and equipment generated on-site. Some services provide the containers

Concrete washout service



alone without providing maintenance and disposal of materials, while other companies offer complete service that includes delivery of containers and regular pickups of solid and liquid waste materials. If these options are not available, the site owner and contractor can install a washout containment facility. A leak-proof container can be purchased or constructed onsite using an impermeable plastic or vinyl liner. The operators at the site will need to ensure no rips or tears develop in the liners or the liner will need to be replaced.

Washout facilities should be designed to promote evaporation where feasible to harden the concrete or other washout wastes for disposal as a solid waste. Hardened concrete can also be crushed for reuse as a construction material. However, if stored liquids have not evaporated and the washout is nearing capacity, vacuum and dispose of the waste in an approved manner. The local municipal wastewater treatment plant may be contacted to determine if there are special disposal requirements for concrete or other washout waters at their facility.

If the waste is stored onsite, remove the liquids or cover the washout facility before predicted rainstorms to prevent overflows. Companies that offer prefabricated and watertight washout containers generally offer a vacuum service to remove the liquid material. In case of a spill, immediately contain the spread of the spill, recover spilled materials, clean up the area and properly dispose of materials.

Hardened concrete solids can be removed whole or broken up first depending on the type of equipment available on-site. In accordance with Minn. R. 7035.2860, subp. 4, item 1; the hardened concrete can be used as a substitute for conventional aggregate. If the material is not utilized in accordance with the standing beneficial use determination referenced above, up to 0.5 cubic yards of concrete washout solids may be managed on-site. If concrete washout solids are buried on-site, they should be at least two feet below the surface and must not be buried in the groundwater table. Quantities larger than 0.5 cubic yards of concrete washout solids must either be managed with the rest of the sites solid wastes or obtain an approval from the MPCA's Solid Waste program for other beneficial use options.

Road construction concrete cutting or grinding slurry

Other operations on-site such as saw cutting, coring, grinding and grooving or construction of exposed-aggregate concrete surfaces may generate a similar liquid wastewater. Process wastewater generated by these operations cannot be discharged into any of the nation's waterways. The MPCA recommends that liquid and solid wastes generated by these operations be handled in accordance with the fact sheet *Road Construction Concrete Slurry Guidance* found at <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/stormwater/construction-stormwater/road-construction-concrete-slurry-guidance.html>.

Local requirements

In addition to state requirements, please note that there may be city, county or watershed management organization requirements that may be more stringent than those found in the NPDES/SDS Construction Stormwater Permit.

Definitions

Concrete-chute rinse-off water: Liquid wastes generated when a ready mix truck operator washes non-structural concrete materials off the chutes used to deliver concrete to a project.

Concrete equipment and tools rinse-off water: Liquid wastes generated when a concrete contractor or finisher washes non-structural concrete materials off tools or equipment used to place or finish concrete.

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

RESOLUTION NO. _____

**RESOLUTION ADOPTING AN INTERIM ORDINANCE ENACTING A
MORATORIUM ON NEW COMMERCIAL DEVELOPMENT IN ALL COMMERCIAL
ZONING DISTRICTS PENDING THE STUDY OF POSSIBLE LEGISLATIVE ACTION**

WHEREAS, the City of Nowthen recently reviewed language within its Zoning Ordinance regarding architectural standards for structures within the C-1 Commercial District and has found the standards to be substantially inadequate. While the City has general building type and construction standards, it does not have clear architectural standards for the C-1 Commercial District; and

WHEREAS, because of these important zoning and permitting issues, the City Council desires to conduct further studies for the purpose of consideration of possible revision and amendments to the City of Nowthen's official controls to address issues related to the lack of clear architectural standards in the C-1 Commercial District within the City of Nowthen. The purpose of such revisions and amendments is to create a clearer and more updated regulatory framework; and

WHEREAS, the City Council directs that the Planning and Zoning Commission study the need for architectural standards within the C-1 Commercial District and report to the City Council regarding any proposals relating to architectural standards in the study area; and

WHEREAS, the City of Nowthen needs a period of time within which to conduct these studies and to implement any needed changes.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
NOWTHEN:**

1. The attached "Interim Ordinance Placing a Temporary Moratorium on New Commercial Development within all Commercial Zoning Districts" is hereby adopted.
2. That City of Nowthen Planning and Zoning Commission is directed to study and review the City's Comprehensive Plan and Ordinances to determine what changes, if any may be required regarding architectural standards within the C-1 Commercial District to ensure proper land use controls, and to facilitate compatibility between such property and the surrounding property and to recommend the same to the City Council.

PASSED by the City Council of the City of Nowthen this 13th day of July 2021.

CITY OF NOWTHEN

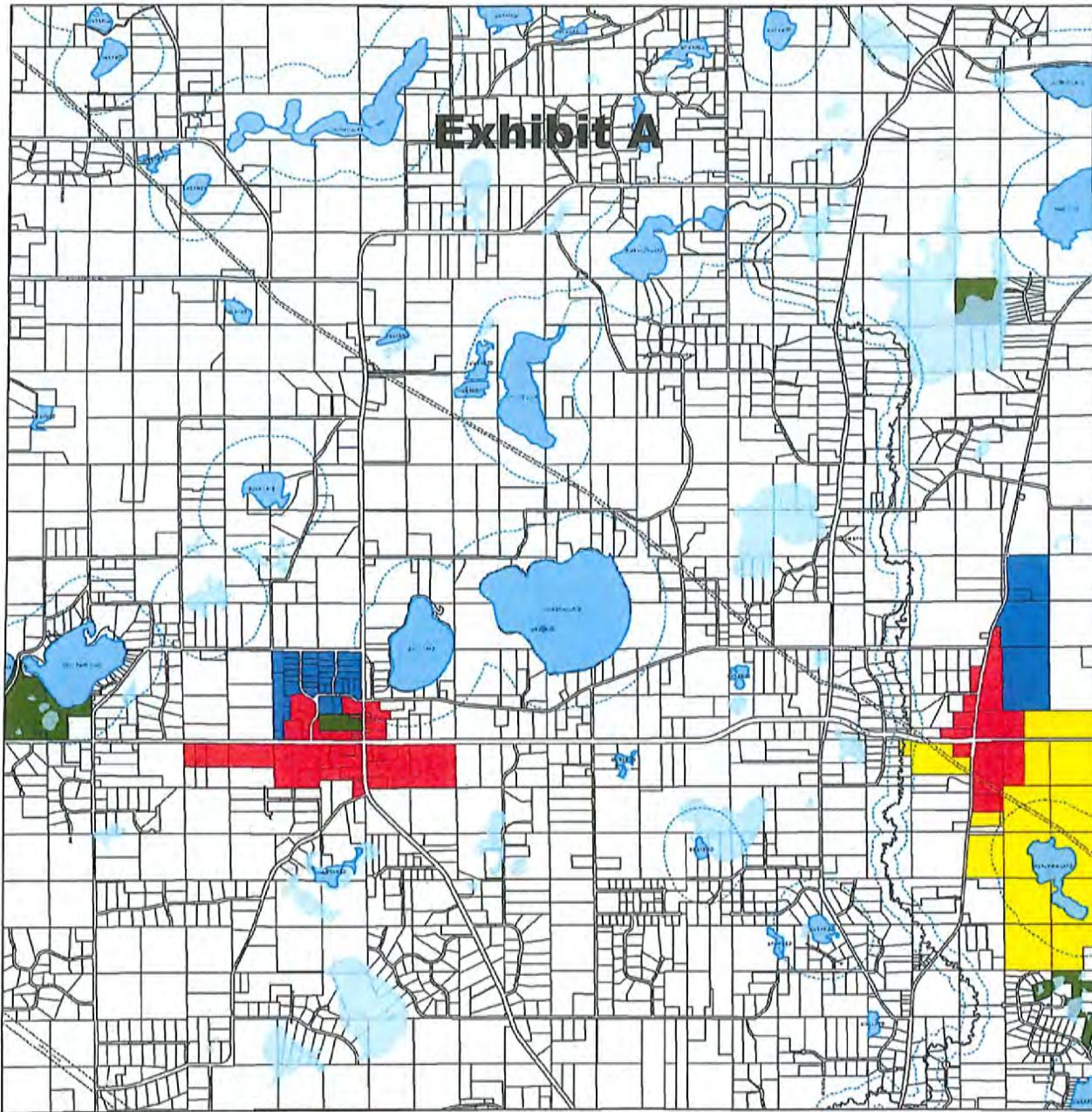
Jeff Pilon, Mayor

ATTEST:

Lori Streich, Clerk

NOTICE: City files must be consulted to verify the zoning classification of property in addition to this map.

CITY OF NOWTHEN
Zoning Map



ZONING

- C-1 - Commercial District (370 acres / 1.74%)
- I-1 - Industrial District (220 acres / 1.04%)
- CON - Conservancy District (156 acres / 0.74%)
- RRA - Rural Residential Agriculture (19,897 acres / 94.20%)
- RRT - Rural Residential Transition (478 acres / 2.26%)
- Shoreland Overlay District



SOURCES: CITY OF NOWTHEN, ANOKA COUNTY,
MN DNR, HAA, TPC

Adopted: Aug 11, 2020
K:\GIS\Projects\Municipal\NT901\2019\LandUse2040

DRAFT

**CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA**

ORDINANCE NO. 2021-04

**AN ORDINANCE AMENDING CHAPTER 11 OF THE CITY CODE REGARDING ACCESSORY
STRUCTURES WITHIN THE FRONT YARD**

The City Council for the City of Nowthen hereby ordains:

SECTION 1. City Code Section 11-4-2, Accessory Structures, is hereby amended to read as follows:

11-4-2: ACCESSORY STRUCTURES:

A. Detached accessory structures shall be located in the side or rear yards. They shall comply with all setback requirements of the principal structure. They shall not be located nearer the front lot line than the principal structure or three hundred (300) feet setback from centerline of local, collector or arterial streets. If the Principal Structure is closer (to the road?) than the required setback, any additional accessory structure shall comply with the setback requirements for the principal structure, except that one (1) accessory structure may be located in the front yard, closer to the front lot line than the principal structure, provided it meets the following criteria: (This does not make sense—how can it be closer to the front lot line and be required to meet minimum setback requirements for the principal structure in #1 below?)

1. The accessory structure shall comply with the minimum setback requirements for the principal structure.
2. The overall floor area of the accessory structure may not exceed eight hundred (800) square feet, with sidewall height not to exceed ten (10) feet. It does make some sense to allow this size building in front of the house (such as a two car garage) provided it is not closer than xx feet to the centerline of the road. Should this be allowed only in cases of non-conforming setback or for all lots?
3. The exterior, such as roofing, siding and trim of the accessory structure must be similar in color and materials to the principal structure, as well as the roof pitch and other design elements. Could be required to MATCH the house if allowed in the front yard.

4. The building may not be located more than sixty (60) feet from the principal structure, nor directly in front of it.
- B. An Accessory Structure shall not be constructed on any lot prior to the ~~principle~~ ~~principal~~ structure. Color and design ~~is to shall~~ compliment the ~~principle~~ ~~principal~~ structure, and unpainted galvanized metal shall not be used. A minimum 3/12-roof pitch is required. Elliptical roof shapes are only permitted for agricultural uses (as defined in this Chapter).
- C. Number of Accessory Structures: (no changes)
 1. On lots ten (10) acres or more, there is no limit to the number or maximum square footage of accessory structures.
 2. On lots of five (5) acres but less than ten (10), a maximum of three (3) accessory structures are allowed, with a total floor area not to exceed six thousand four hundred (6,400) square feet in size, and maximum height of thirty (30) feet.
 3. On lots two and one half (2.5) acres but less than five (5) acres, a maximum of two (2) accessory structures are allowed, with a total floor area not to exceed three thousand two hundred (3,200) square feet in size and a maximum height of twenty-five (25) feet.
 4. On lots less than two and one half (2.5) acres, a maximum of one (1) accessory structure is allowed, with a total floor area not to exceed two thousand four hundred (2,400) square feet in size and a maximum height of twenty-five (25) feet.
 5. On lots in Planned Unit Developments a maximum of one (1) accessory structure is allowed with a total floor area not to exceed one thousand six hundred (1,600) square feet in size and twenty-five (25) feet in height.
 6. One (1) additional garden shed/playhouse type structure, not exceeding one hundred twenty (120) square feet is permitted.



RESIDENTIAL ACCESSORY BUILDING & DETACHED GARAGE REGULATIONS

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

PROPERTY SIZE	NUMBER OF BUILDINGS ALLOWED	TOTAL SQUARE FEET	MAXIMUM HEIGHT*
< 2.5 acres	1	2,400 SF	25 feet
2.5 – 4.99 acres	2	3,200 SF	25 feet
5.0 – 9.99 acres	3	6,400 SF	30 feet
10 acres +	Unlimited	Unlimited	30 feet
Planned Unit Developments			
<i>Morton Farm Preserve</i>	1	1,600 SF	25 feet
<i>Breyen's Bend Development</i>	1	3,200 SF	25 feet

One additional garden shed, playhouse, or school bus shelter is permitted in excess of the numbers indicated above, provided it does not exceed 120 SF.

REQUIRED SETBACKS:	FRONT YARD	SIDE YARD	REAR YARD
Accessory structures must be located in side or rear yards unless 300 feet or more from the centerline of adjacent roads.	120 feet from local/city road centerline OR 150 feet from a county or state road/highway centerline OR Equal to the setback of the existing principal structure, whichever is greater	20 feet, except when abutting a street, front yard setbacks apply	35 feet, except when abutting a street, front yard setbacks apply
<ul style="list-style-type: none">A minimum setback of 30 feet and maximum setback of 50 feet is required from all structures to wetlands, depending upon the type/quality of the wetland(s).Structures cannot be located within ditches or drainage and utility easements.Additional setbacks may be required from septic systems and wells.			

GENERAL PARAMETERS:

- All applications require a survey or site plan. If you cannot locate your property corners, verification of property lines by a registered surveyor may be required depending upon the proposed accessory building setback. The City Zoning Administrator will determine needs on a case-by-case basis.
- Building color and design must complement the principal structure. No galvanized or unfinished metal is permitted. All roofs must have minimum 3/12 pitch (Section 11-4-2.B).
- Accessory buildings may not be constructed before the house or other principal building on the property (Section 11-3-5.B.3).
- If a property is split with existing buildings, the size of any parcel must be large enough to accommodate the number and square footage of accessory structures as outlined above (Section 11-4-2.D).

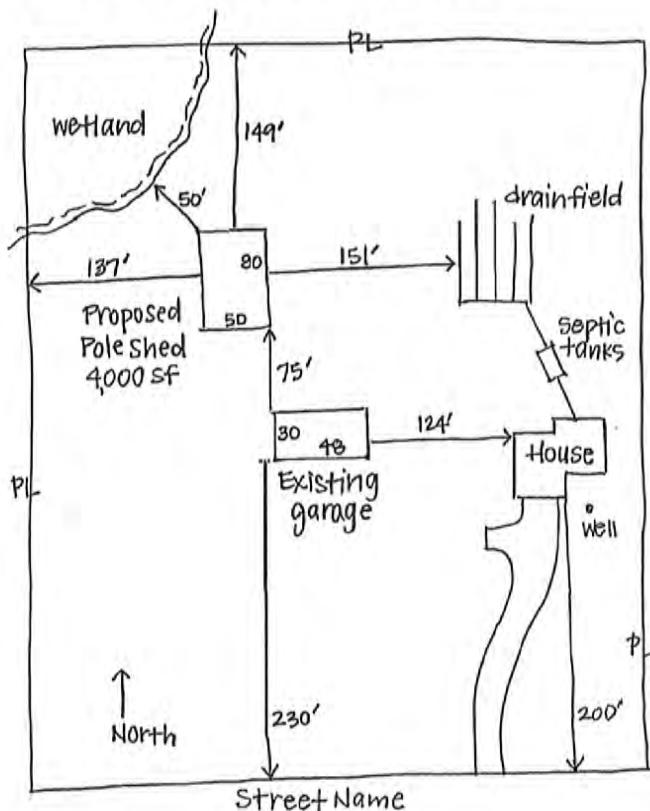
- Residing in accessory buildings, mobile homes, recreational vehicles, or partially completed houses is prohibited, except for a temporary period of time and only by City Council action (Section 11-4-7.A and G) .
- Any property owner using pole sheds or detached accessory structures for the storage of business vehicles, machinery and equipment are considered Extended Home Occupations and require an Interim Use Permit approved by the City Council in accordance with Section 11-4-3.B of the City Code.

NONCONFORMING STRUCTURES:

Existing accessory structures which are non-conforming in terms of setback, location, or otherwise may have additional restrictions but may be expanded provided the non-conformity is not increased. Discussion with the Zoning Administrator is required.

If the existing house (principal structure) is closer than the required setback (ie: non-conforming setback), any additional accessory structure shall comply with the setback requirements for the principal structure (120 or 150 feet from centerline), except that one (1) accessory structure may be located in the front yard, closer to the front lot line than the principal structure, provided it meets the following criteria:

1. The accessory structure shall comply with the minimum setback requirements for the principal structure.
2. The overall floor area of the accessory structure may not exceed eight hundred (800) square feet, with sidewall height not to exceed ten (10) feet.



3. The exterior, such as roofing, siding and trim of the accessory structure must be similar in color and materials to the principal structure, as well as the roof pitch and other design elements.

4. The building may not be located more than sixty (60) feet from the principal structure, nor directly in front of it.

SITE PLAN REQUIRED:

If available, use of an existing survey or a printout of the aerial photo (<http://gis.anokacountymn.gov>) showing the proposed structure, size and setbacks is helpful and can serve as the site plan.

***BUILDING HEIGHT** is measured to the midpoint of the highest peak of a pitched or hip roof and uppermost point of all other roof types.

City of Nowthen Zoning Fee Comparison

July 2021

	2021 Pop.	2010 Census	Change % Density per sq mile	Contract Planner or Staff	Minor Subdiv.			Plat			Conditional Use Permit (CUP) or Interim Use Permit (IUP)			Variance			Right-of-Way (ROW)			Wetland Delineation			Notes				
					Fee	Escrow	Other/Checklist	Fee	Escrow	Other/Checklist	Fee	Escrow	Other/Checklist	Fee	Escrow	Other/Checklist	Fee	Escrow	Other	Fee	Escrow	Other	Fee	Escrow	Other		
NOWTHEN	4,785	4,446	7.62% 21	Contract	\$200 + \$50/lot fee	\$1,000	Park Dedication: \$2000/lot Trail Fee: \$500/lot Checklist	Prelim & Final: \$200 + \$50/lot fee	\$1,500	Public Hearing: \$250 Security Escrow: 150% of estim. const. costs Engineering Escrow: 7% of initial security amount Administration: 1% of total const. cost	CUP & IUP \$200	CUP & IUP \$1,000	Public Hearing: \$250 Recording: \$46/lot	\$200	\$1,000	Public Hearing: \$250 Recording: \$46/lot	see other		ROW \$150 one time regist. fee, \$150 for 0-1,000 linear ft, \$30 ea. add. linear ft			\$2,000					
SCANDIA	4,222	3,939	7.18% 18	Contract	\$100	\$1,000	Park Dedication: \$3,000 each parcel	Prelim: \$250 Final: \$200	Prelim: \$1,500 Final: \$1,000	Park Dedication: \$3,000 each parcel	CUP: \$200 - \$750 IUP: \$200	CUP: \$1,500 - \$3,000 IUP: \$1,000		\$200	\$800		\$350	\$1,000		\$100	\$800		Services performed by city personnel will be billed at 1 1/2 times the actual payroll hourly rate; consultant rates are at the current hourly rate.				
INDEPENDENCE	3,801	3,523	7.89% 17	Contract	\$1,250	\$750	Park Dedication: \$3,500/lot up to 4.99 acres plus \$750/acre over 5 acres	Prelim & Final: \$1750	\$1,500 plus \$250/lot	Park Dedication: \$3,500/lot up to 4.99 acres plus \$750/acre over 5 acres	Resid: \$1,250 Comm: \$1,750	Resid: \$750 Comm: \$1,500		Simple: \$1,250 Complex: \$1,750	Simple: \$750 Complex: \$1,500		\$1,250	\$750		\$300	\$700		Staff time in excess of application fees is \$100/hour for professional staff and \$50/hour for clerical; after-the-fact permits are double.				
COLUMBUS	4,208	3,917	7.43% 14	Both, Contract Planner handles larger projects	\$100	\$2,000 plus assoc. cost	Lot line adjustment, all others pay plat fee	\$100	\$2,000	\$200 hearing, plus any assoc. costs	CUP & IUP \$200	CUP & IUP \$1,500	plus any assoc. costs	\$150	\$500	plus any assoc. costs	\$57		plus any assoc. costs		Not Identified			Associated costs include attorney, engineer and planner; residential park fee is \$1,525/lot and commercial park fee is \$762.50/lot			
Linwood was added because, has similar population and growth rate. Noted: density of population is greater than others mostly due to total size of township and many lakes (homes surrounding lakeshore)																											
LINWOOD TOWNSHIP	5,442 (2019)	5,123	6.22% 154	In process of hiring a contract planner				Prelim: \$350 plus \$100 per proposed lot Final: \$100	Prelim. (as determined by Zoning Admin., \$1,500 min. fee	Checklist	\$350	Escrow may be required	Checklist	\$350	Escrow if applicable	Checklist	\$200								Have been losing money on flat fee process so plan to change to a pass-through fee system; processing is getting more and more complex so need a professional planner.		

Data collected from city websites, city office staff, United States Census Bureau, and <https://worldpopulationreview.com/states/cities/minnesota>

Comparable Cities

- 📍 Nowthen
- 📍 Scandia
- 📍 Independence
- 📍 Columbus
- 📍 Linwood Township

Cities chosen based on population, change in population from 2010 to 2021 (change %), and density of residents per square mile

